

GUAM FIRE DEPARTMENT
AGANA, GUAM

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GENERAL ORDER:	Date of Issue:	Effective:	No.
	1/6/86	1/6/86	86-01
Reference:		Recinds:	
Index As:			

SUBJECT: GUAM FIRE DEPARTMENT PROCEDURAL MANUAL

PURPOSE: To establish operational procedures for the Guam Fire Department and to outline the duties and responsibilities of each member in carrying out their assignment.

THIS ORDER CONSISTS OF THE FOLLOWING NUMBERED SECTIONS:

- I. STATION PROCEDURE (Number 100 series)
- II. CARE AND USE OF FIRE APPARATUS & RELATED EQUIPMENT (Number 200 series)
- III. FIRE AND EMERGENCY DUTY (Number 300 series)
- IV. COMMUNICATION EQUIPMENT AND PROCEDURES (Number 400 series)
- V. INDIVIDUALS -- REQUIREMENTS AND INSTRUCTIONS (Number 500 series)
- VI. ORGANIZATION AND BUREAU FUNCTIONS (Number 600 series)


F. S.N. TAIJERON
Fire Chief

GUAM FIRE DEPARTMENT

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ARTICLE 1 - STATION PROCEDURE

STATION DUTY

- 100.01 PLATOON CHANGES: Change of Platoon and command for District Commanders shall be at 0745 at their respective headquarters stations. The hour of Shift change for company personnel shall be 0800 daily. All company members coming on duty shall line up on the apparatus floor at 0800 in duty uniform. At change of shift, Company Commanders shall: Cause company to line up at attention; call roll, read orders and communications, announce information of interest such as deaths of active or retired personnel, and deliver other oral information or instruction deemed necessary.
- 100.02 Members shall, before leaving to go off duty, acquaint their successor with every detail of their tour of duty, giving them the keys or equipment necessary, and such information as may be for the efficiency and benefit of the Department.
- 100.03 On-duty Company Commanders and District Commanders receiving written orders, directives and memorandum, shall be responsible to ensure that the Company Commanders and District Commanders respectively of the off-duty platoons are properly apprised of items of mutual concern. Such appraisals shall occur no later than the next duty period for each of the off-duty platoons.
- 101.01 INDIVIDUAL PERSONNEL RELIEFS: The Company Commander on duty shall not allow any member of his company to go off-duty until properly relieved by an oncoming member, or until the anticipated number of members of the oncoming platoon have arrived, or until other arrangements have been made with the approval of the District Commander.
- 101.02 Ranking members shall be relieved by members of equal rank, or if the member of equal rank will not be present at change of Platoon, by the member who is assigned to perform those duties on that date.
- 101.03 Early relief from platoon duty of members shall be permitted. Permission of the Company Commander must be secured in every case, who will see, before relief is granted, that the member relieving is in the proper uniform and is in fit condition to go on duty.
- 102.01 WATCH DUTY: A floor watch shall be maintained in the station at all times in full duty uniform except when an activity is in progress which renders such floor watch unnecessary.

- 102.02 Company Commanders shall arrange floor watch of all members in their company. Company Commanders shall be responsible for the execution of the floor watch detail and shall post same on the bulletin board or blackboard. It shall also be entered in the Company Journal. Such duties shall be equalized as nearly as possible.
- 102.03 Members shall enter upon the discharge of watch duty at the time specified and at a place in quarters designated by the Company Commander. They shall be alert and active in the performance of duty and observe that apparatus, equipment and alarm appliances are in readiness for immediate use.
- 102.04 The member on watch duty shall call his relief five minutes before time designated for change. Members may exchange watch periods by express permission of the Company Commander.
- 102.05 The member on floor watch shall maintain quarters in the vicinity of the floor watch station, see that unnecessary noises are abated, lights not in use are extinguished, and windows and doors are properly arranged for ventilation and the protection of Department property. He shall also be responsible to greet all visitors.
- 102.06 Visitors or strangers who enter quarters shall be respectfully approached and their business ascertained. When the nature of the businesses such that it cannot be handled without the floor watch leaving his post of duty, he shall call the Company Commander.
- 102.07 Company Commanders shall be summoned immediately of information is desired or conditions arise which cannot be properly disposed of.
- 102.08 Company Commanders shall be notified when mechanics or workmen enter quarters or when gasoline or supplies are presented for delivery, or replacement of L.P. Gas cylinders.
- 103.01 HOUSE WORK: Company Commanders shall assign members to work incidental to the cleaning and maintenance of quarters and apparatus, equalizing the duties as nearly as possible.
- 103.02 At 0800, 1600, and other scheduled times, all members, regardless of rank, will proceed promptly with their work and duties, Regardless of rank, work will not be interrupted for the purpose of drinking coffee, personal business, phone calls, athletic activities, or eating until the work period is ended.

NOTE: One member in each station may be permitted to prepare food for the noon or evening meal by permission of the Company Commander, and while so engaged, will be considered as performing official duties.

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WORKING SCHEDULE: The daily work schedule for fire stations shall be as follows:

0800 - 0900 Daily maintenance -- station, apparatus, equipment.

0900 - 1200 *Training--drills, class/conference, pre-fire planning.

1200 - 1300 Meal, rest.

1300 - 1600 *Fire Prevention
Company inspection and code enforcement, fire safety education and public relations.

Schools, heads of households, hospitals, hotels, public building, occupants of high-rise buildings.

1600 - 1700 Daily maintenance--station, apparatus, equipment.
General maintenance.

1700 - 1800 Meal, rest.

*0900 and 1300 activities are interchangeable at the discretion of the Company Commander.

MEAL PREPARATION: Discretionary authority of Company Officer.
(Refer to Paragraph 103.02)

105.01 CARE OF PREMISES: The roofs of building, sidewalks and gutters in front of quarters shall be kept clean and free from obstructions. No debris of any nature shall be swept or thrown into streets or gutters during the cleaning of quarters.

105.02 To assist the Department of Public Works in the roof maintenance of fire station, Company Commanders shall be responsible to see that roof drains of their respective stations are inspected and cleaned on the first general maintenance day of each calendar month.

105.03 Excess grease or oil from cooking is to be disposed along with other trash in a capped container. Under no circumstances is to be emptied into the kitchen sink.

105.04 Animals or livestock shall be prohibited on fire station grounds and facilities except for official purposes. Strays shall be reported to the Animal Pound for action. All pets shall be confined to the owner's automobiles during visits to the fire station.

- 106 BEDS: Except for unusual circumstances, beds shall be properly and neatly dressed after each use. Members shall cooperate with one another in keeping the beds properly dressed.

A bed is properly dressed when it is properly covered. It shall be properly dressed upon the assumption of the oncoming platoon personnel from 0800 and 1700.

Beds covers shall be changed as necessary to keep beds in a neat and sanitary condition. Sleeping on top of bed covers shall not be permitted. Mattresses shall be turned upside down weekly but must not be folded.

Beds shall be provided only for personnel on duty. Individual beds may be provided for Company Commanders and District Commanders if reasonable space is available in the fire station dormitory.

- 107 WEARING APPAREL: Members shall keep all wearing apparel and other personal belongings, when not in use, in a secured locker or closet provided for this purpose. The locker or closet shall be kept in a neat and clean condition at all times and the doors kept locked. Government or personal property shall not be placed or hung apparatus in such a manner that it will be detrimental to the finish or use.

- 108 SLEEPING: Sleeping is permissible only in a member's assigned bed between the hours of 1700 and 0630. Members on duty shall retire with turnout gears adjacent to beds. Members occupying beds in quarters shall not be unnecessarily disturbed.

- 109 STATION VISITORS: All visitors or chief officers, as they enter the station, shall be courteously approached by the officer or member on floor watch to ascertain their business. Visitors with legitimate or justifiable reasons or purpose and proper identification will be escorted through the quarters. Requests to review apparatus and quarters among other things will be considered justifiable purposes.

Firefighting members may demonstrate the use of ladders, life nets or other firefighting devices, but under no circumstances shall any visitor be permitted to use these devices individually or with the assistance of firefighting members.

Entrance to quarters for the purpose of soliciting is strictly forbidden except as approved by the Chief or Deputy Fire Chief. Loitering in quarters is prohibited. Officers may prohibit the entrance of any person or cause any person to leave quarters when in the opinion of the officer such act is in the best interest of the Company and the Department.

- 109 No visitors shall be allowed after 2000 hours except under certain condition. Under ordinary conditions, the following should not be affected by these restrictions:
1. Members of the families of fire personnel working in the station, when conducting themselves in an orderly manner.
 2. Tradesmen delivering food, uniforms and uniform accessories when requested by a member, or cleaners or laundrymen furnishing necessary services to members on duty.
 3. Public employees, particularly Police Officers, when necessary to enter the station in connection with their duties.
- 110 SECURING OF STATIONS: Whenever a company leaves quarters, whether for emergencies or any other reason, all doors shall be closed and locked. Front and/or rear doors shall also be closed whenever the company is engaged in training, maintenance, meal times, or other station activities where security of the apparatus floor, offices and dormitory cannot be maintained.
- 111 CONSULTATION BETWEEN PLATOONS: When two or more Company Commanders are located in the same quarters, they shall confer with each other in regard to repairs, supplies and upkeep of quarters. They shall work harmoniously together and shall share the responsibility equally. The same unified effort is expected of members of lower rank who share responsibility.
- 112 PUBLIC IMAGE: Members in duty uniform may stand in front of, or in the entrance to company quarters but shall not be permitted to congregate to such an extent that criticism will be directed at the Department.
- 113 DEATH NOTICES: Any member who first receives notice of the death of an active or retired member of the Department shall notify an on-duty District Commander, given the date, time, place and cause of death if known. When practical, the District Commander should provide immediate assistance if requested by the family, and shall instruct the Fire Dispatcher to notify the Chief and Deputy Fire Chief.

Company commanders, chief officers and supervisors who are notified of the death of any of his member's immediate family (spouse, father, mother, sisters, brothers, children), shall immediately notify the Chief or Deputy Fire Chief. On weekends, holidays, or non-office hours, the Fire Dispatcher shall be instructed to relay this information to the Chief or Deputy Fire Chief on the first work day.

STATION FACILITIES, GROUNDS, EQUIPMENT AND SUPPLIES

114 OFFICIAL EMPLOYEE BULLETIN BOARDS: Each fire station and principal work area shall be equipped with an official employee bulletin board which shall be reasonably accessible to all employees. Authority to post or to remove communications from the bulletin boards shall be limited to Company Commanders and Bureau Heads or those relieving in their absence." Following are guidelines for usage of the bulletin boards:

- 1) All communications emanating from the government or Fire Department affecting employees shall be posted. All other communications must be cleared for posting through the Fire Chief's Office.
- 2) Communications shall be posted at least 30 days and then kept on file until their usefulness is past.
- 3) All employees shall be responsible to familiarize themselves with the contents of all communications posted, and shall acknowledge their perusal by initialing all papers.

115

CONSERVING ENERGY

- 1) All electrical lighting, appliances and equipment not in use or needed shall be turned off. This includes unattended televisions, radios, air conditioning units, electric lights, etc.
- 2) All air conditioning units will be adjusted to room temperature. No one shall tamper with the adjustment of any air conditioning unit without the consent of the Chief.
- 3) All electrical equipment, appliances and machinery shall not be permitted for private use. This includes storage and preparation of meals or foodstuffs and other types of cooling for private use outside of employees' normal meals, or snacks at the station.

116.01

- 4) Private equipment or machinery shall not be permitted. This includes use of washing machines and irons for employees' laundry, electrical equipment and machinery for the repair or construction of private vehicles, furniture and furnishing, etc.

116.02

CONSERVING WATER

Members shall contribute toward the conservation of water by complying with the following:

- 1) Turning off all water faucets when not in use.
- 2) Restricting watering of station lawns and plants to Sundays, Wednesdays and Fridays between the hours of 1800 to 2000.

- 3) Sweeping pavements instead of washing them down.
- 4) Strictly prohibiting washing of personal cars, boats, or other property.
- 5) Making minimum use of water in washing apparatus.. Except for extreme or unusual conditions, apparatus shall be cleaned by the use of sponge and rags and a bucket.

117.01 REPAIRS TO STATIONS, FURNISHINGS AND GROUNDS: The following procedures shall govern the repairs to building (stations), furnishings and grounds.

- 1) The Company Commander shall call the appropriate District Commander for prior approval about items that are in need of repair before making the request directly to the Chief's Office. The Chief's Office shall arrange with the appropriate agency for repair.
- 2) Should requests for repairs originate when the Chief's Office is closed, the Company Commander shall notify the appropriate District Commander who, if he deems this to be an emergency that cannot be deferred, shall cause the appropriate Building Department official to be notified through the Fire Dispatcher. The Fire Dispatcher shall inform the Chief's Office of the repair on the first working day following. The District Commander shall also call the Chief's Office as a follow-up.
- 3) Upon completion of the repair, the station officer receiving the service must acquire a copy of the work order, sign and date it, and forward it to the Chief's Office expeditiously. If this is not done, private service companies cannot have their invoices processed for payment. If no copy of the work order is given to the officer, the Chief's Office shall be immediately informed.
- 4) Whenever repairs to buildings, furnishings and grounds are required because of accidents, Company Commanders shall submit a full report through channels to the Chief.

In the event that damages are the result of an accident involving private vehicles, Company Commanders shall inform the Chief or Deputy Fire Chief and the Police immediately and submit a report with specific details. Chief's Office, in turn, shall immediately notify the Building Department and arrange to obtain a police report.

117.02 Members will not attempt repair of tables, chairs, benches and other equipment. Such equipment must be sent to the Shop for repairs. Exception to this order may be made by the chief(officer in charge) where, in his judgement, a member offering to do the repairing is qualified to do so.

- 117.03 No member will make any alteration or installation in quarters without permission of the Chief. This includes installation of telephones, television sets, heaters, stoves, public address systems, bell systems, or any other addition to the facilities furnished by the Department. The only device, machine or other contrivance that brings a profit to anyone through its use which will be permitted in quarters is one that is owned collectively by the members of the company or companies therein. The profit derived therefrom must be used equally for the benefit of all members working in that station. A quarterly financial report for each vending machine shall be submitted, a copy of which shall be posted on the station bulletin board until replaced by the succeeding report.
- 118 PHONE NUMBER CHANGE: When the private phone number in a station is changed, written report to that effect will be made through channels at once.
- 119 REPLENISHMENT OF SUPPLIES: At the end of each month, Company Commanders shall replenish their company supply rooms from the storeroom. Companies should request only amounts needed to bring their balances on hand up to the allowable limits. Requests for supplies shall be made on Form and routed through the appropriate District Commander for adjustment and/or approval. District Commanders shall assure themselves and be responsible that supplies requested are essential for the period covered. Subsequently, supply orders received at the 5th of the month will be delivered not later than the 17th of the month. Additional needs that arise during the month must be picked up from the Storeroom after approval by the District Commander on Form District Commanders may redistribute supplies within their platoons to handle emergencies.

Requests for office supplies shall be made as needed on Form 9 and routed to the Chief's Office through the appropriate District Commander, Company personnel must pick-up their office supplies.

All requests for supplies from the Storeroom must be submitted on Form 9 (especially first aid refills), except for kitchenware and garden tools which must be turned in for replacement and will be recorded on a Storeroom issue slip.

Requests for appliances bulbs, light bulbs, fluorescent lamps, and flood or spot lights must include the exact and full part number printed on the lamp. If a part number cannot be located, send a sample to the Storeroom.

When requesting first aid refills include full description of the unit and part number if available.

When ordering fire equipment, non-stock items (items not ordinarily carried by the Storeroom), and additional garden tools or kitchenware, submit on Form 9 to Chief's Office which will decide if there is sufficient justification and funds.

- 120.01 FIRST AID KITS: First aid supplied used around quarters will be obtained from the house kit only. The articles carried in kits on apparatus are intended for emergency use in the field.
- 120.02 Officers ordering First Aid supplied will refer to itemized lists in First Aid Kits on apparatus and house kits. Only those articles listed will be ordered. Only one house kit shall be maintained in each station and broken items in apparatus kits should be exchanged for complete items from the house kit if possible. Company Commanders shall be responsible for the proper maintenance of house kits and kits on apparatus.

- 121.01 EMERGENCY SUPPLIES OR USE OF SHOP AFTER NORMAL WORKING HOURS:
Due to occasional need for equipment or supplies from the Storeroom after normal working hours, duplicate keys for the Storeroom at Stations 1 and 7 are kept at the Fire Dispatcher. The only other persons who may have Storeroom keys are authorized members of the Fire Department.

- 121.02 The appropriate District Commander shall determine whether the need is urgent enough for him to authorize the Fire Dispatcher to release the key to himself or a designated representative. A chief officer or his designee shall accompany the individual, open the facility, assist with issuance in the case of the Store-room, and see that the following information is recorded in the prescribed record book:

For the Storerooms:

- 1) The date
- 2) The quantity and type of equipment, materials or supplies
- 3) To whom the issuance is to be charged.
- 4) Person receiving issuance

Firefighting supplies such as extinguishers, air tanks and medical tanks are available at Station 1 for immediate pick-up.

Fire Department repair personnel on recall duty are authorized to obtain the keys from the Fire Dispatcher if supplies are needed for emergency repairs that cannot wait. They shall be responsible to record the same information enumerated above.

- 121.03 All keys shall be immediately returned to the Fire Dispatcher after use and the officer shall record the following information in his journal:

- 1) Person receiving the key.
- 2) Person authorizing issuance of the key
- 3) Date and time key was issued and returned
- 4) FOR STOREROOM -- Identity of Storeroom for which key was released.

- 122.01 INVENTORY: Company Commanders as designated by their District Commanders, shall make a station inventory check at the end of each month and whenever there is a permanent change of command. Following each working fire, Company Commanders shall make an apparatus inventory check. The above inventory checks shall be reported on approved format.
- 122.02 When IBM inventory printouts are periodically received by companies, the designated Company Commanders shall verify the correctness or to list the exceptions. A representative of the Chief's Office shall take an annual inventory of each station. Changes in inventory records shall be made only by use of approved forms. All inventory checks shall be journalized.
- 123.01 MANAGEMENT OF DEPARTMENT PROPERTY: Employees are expressly prohibited from borrowing departmental furnishings, tools, utensils, etc. for their personal use away from the fire station. Rectifiers, hydraulic hoists, air compressors or department tools or equipment shall not be used for other than department purposes.
- 123.02 Lending of public property shall be approved by the Fire Chief except in direct circumstances where in the interest of the public the appropriate District Commander on duty may approve the loan of equipment, followed by a report to the Fire Chief through channels. In any case, the borrower shall sign an appropriate statement of the loan, and entry shall be made in the appropriate journal. The officer authorizing the loan shall be responsible to see that the items are returned, that after retrieving the items the signed statement is returned to the borrower, and the action is entered in his journal.
- 124.01 INSPECTION OF STATIONS: The District Commander, as the commander of a platoon, shall conduct periodic inspections of department personnel operations, facilities, equipment and records. Purpose of the inspections shall be to assist personnel with full compliance with the rules and regulations, policies and procedures, to ensure the safety features and good physical condition of facilities and equipment, and to establish liason with personnel for the improvement of the department. The primary responsibility of these functions rests directly on the Company Commander and the District Commander.
- 124.02 Inspections shall be conducted according to the established schedule.
- District Commander shall, equally as possible, divide the stations within their platoon. Each District Commander shall conduct an inspection at each assigned station once each month covering station and grounds, apparatus and equipment, personnel and records. The following month, rotation of stations by District Commanders shall be made.
- This provides for a monthly inspection of all stations with the same station being inspected once every four months by the same District Commander.

124.03

Where minor discrepancies are found which are not significant enough to be recorded on the report, the District Commander should discuss them with the officer-in-charge and the correction should be made immediately.

Where discrepancies are noted on the inspection report, the District Commander rotating into the previously inspected station shall follow-up to see that discrepancies are corrected.

Where there are violations listed in the "PERSONNEL" section, the respective District Commander of that platoon shall follow-up after establishing the time allowed for correction.

In addition to being included on the report, serious violations discovered shall be reported directly to the Chief of Suppression by the District Commander.

124.04

It shall be the responsibility of the Chief of Suppression or his designee to decide if disciplinary action is in order.

- 125 PRIVATE CARS: Department facilities are not provided for the parking of privately-owned automobiles. Paved areas in fire stations are provided for equipment maintenance, for training, and for physical fitness. Department personnel are permitted to park in these areas whenever they are not being used for the purpose stated. Automobiles not owned or used by personnels assigned to that station may be parked on fire station grounds only when conducting business with the Department and with the permission of the Company Commander. All other parking must be approved by the Fire Chief.
- 126.01 PROTECTION OF PERSONAL EQUIPMENT: Members are responsible for the safekeeping of all department-issued equipment and supplies assigned to them and shall reimburse the department for loss or damage caused by their negligence, improper use and care, or failure to secure.
- 126.02 Members shall be responsible for their lockers or closet keys. When transferred to another station, members shall surrender their keys to the Company Commander.
- Storage facilities shall not be used to store prohibited items or to further activities prohibited by the Department.
- 126.03 SECURITY OF KEYS: Company Commanders shall be responsible. for the security of all station keys: front and back doors, office, closets, gas pump, etc. All keys shall be properly marked or tagged and accurate records shall be maintained.
- 127.01 CONDEMNATION OF EQUIPMENT: The Fiscal and Supply Division is responsible for the issuance, repair, condemnation, and dispersal of all equipment. When it is necessary to condemn equipment due to damage or normal wear and tear, the officer-in-charge if the equipment shall request condemnation. The various supervisors under direction of the Chief's Office shall be authorized to condemn equipment as follows:
- 1) The Fire Maintenance Officer shall authorize condemnation of fire hose, apparatus and vehicles, all items, and all items sent to the DPW Shops for repair.
 - 2) The Storekeeper shall authorize condemnation of all items issued from the Storeroom, such as personal safety equipment, uniforms, small office equipment, etc.
 - 3) The Communication Officer shall authorize condemnation of radio and communication equipment assigned to the Fire Department inventory.
 - 4) The Chief's Office shall arrange for condemnation of large appliances and furniture, and all other inventory items not handled by other units.
- 127.02 Disposal of condemned equipment shall be coordinated through the Chief's Office and Fiscal/Supply Division.

127.03

FILLING OF L.P.G. TANKS: Company Commanders at stations equipped with L.P.G. tanks shall request through the Fiscal Bureau for the immediate refill of these tanks when the dial reaches 30% of its capacity.

128.01

STATION JOURNAL: A journal shall be maintained by each station, and all matters pertaining to the security, administration, and interest of the Department shall be carefully and completely entered therein, in accordance with the following:

1. A new page shall be started each day at 2400. The date and day of the week shall be entered on the first line of the new page. All unused spaces on the page of the previous day shall have a line drawn through them.
2. All lines spaces shall be filled in. Time entries shall be entered in the left-hand margin. The word "NOTICE" shall also be entered in the left-hand margin preceding the time entry to denote any special entries. Special entries will include suspensions, General Orders or instructions, etc. Special entries shall be initialed at the end by the officer making the entry.
3. The journal shall be kept in manner as to give a complete and accurate daily history of the activities or operation of the station involved. As a general rule, abbreviation shall not be used. All entries shall be written clearly and neatly; printed, if necessary! and initialed by member making the entry. Journal entries shall appear in black ink; alarm entries in red ink. No pencil entries or erasers shall be made in any journal. In the event an error is made, a single line shall be drawn through the incorrect entry and a corrected entry made and initialed.
4. Each entry shall be as complete as possible, in order that the following shift may readily understand all matters and be enabled, if necessary, to complete business unfinished by the preceding shift.
5. When coming on duty, or when returning to duty from vacation or leave of absence, personnel shall read and familiarize themselves with entries made by personnel on preceding shift or shifts.
6. At 0800 and 1800 each day, an entry shall be made in the station journal showing the shift on duty. This entry shall account for all personnel regularly assigned to the station on-duty shift and shall show whether they are working or absent. Any absence shall be supported by a reason: sick, annual leave, etc. This entry shall also show the name of the employee working for the absent employee and whether he is the regular relief or is working paid overtime.
7. Filled journals shall be identified on the inside of the front cover. Identification shall consist of station number and the inclusive dates covered. Filled journals shall conclude with the words "END OF THIS BOOK" entered on the line immediately following the final entry, and a line shall be drawn through all unused lines remaining on the page. Filled journals shall be immediately forward to the Chief's Office for storage.
8. No journal shall be removed from the station unless authorized by t

whose authority. If removal is permanent or for an indefinite period, the procedure for ending a journal described in paragraph 7 shall be followed and new journal shall be started.

9. A single red line shall be drawn the complete width of the page before an entry for an incident. Time out, time in, incident number, type of incident, location, and signature of reporting officer shall then be entered. Unusual occurrences relating to the incident, i.e., apparatus accident, personnel injuries, shall also be entered. Another single red line the full width of the page shall designate the end of the alarm entry.
10. All on-duty personnel leaving the station during their tour of duty for any reason, shall note the time of departure in the Station Journal and their destination. Time of return to the station shall also be entered.
11. It shall be the responsibility of the Station Commander to insure that entries are neat, accurate, and complete. All entries shall only be made by an officer or the person on desk watch.
12. The content of the journal shall be considered confidential and unless otherwise ordered, no one other than members of the Department shall have access to the information contained therein.

NON-EMERGENCY COMPANY ACTIVITIES

129.01 PUBLIC SERVICES. Responses to public requests for assistance will be recorded under the following categories:

- 1) Fire Calls
- 2) Calls for Mutual Aid
- 3) Calls Other Than Fire Emergencies

Public Services under other than fire emergencies covers all non-emergency requests where there is no impending danger to life or property. Examples: Flag pole jobs, animals in undesirable places, changing light bulbs, pump jobs, persons locked out of buildings, missing persons not in immediate danger, etc. The Duty Fire Dispatcher will determine under which category each separate public request is to be handled and shall detail companies at the instructions of the Fire Suppression Chief or District Commander.

129.02 Companies detailed to public services shall proceed as a non-emergency vehicle and keep their own times. Generally, they shall remain in service and be available for response to fires and other emergencies.

129.03 The only record keeping necessary for Public Services shall be an entry into the front section of the company journal and an accounting for work time. Company work time and equipment used shall be included on Company Report of Alarms. The Duty Fire Dispatcher shall record Public Services in the dispatcher's journal book.

130.01 COMPANY INSPECTION PROGRAM. The Company Inspection Program shall consist of Dwelling Inspections and Commercial Inspections.

130.02 No schedule shall be set as to the exact time and day for inspections. All company officers shall be guided by their company workload, weather conditions, fire alarms, emergencies, etc. However, companies shall conduct a minimum of no less than ten (10) hours of field inspections per platoon, per month, in the Company Inspection Program.

130.03 Companies shall conduct their inspections in their assigned districts by platoons. All occupancies shall be inspected not less than once every six months in business areas, and at least once each year in residential occupancies. Where feasible, commercial inspections shall be completing their assigned districts within the specified periods and shall submit written explanations to the Fire Chief.

130.04 Inspection forms shall be submitted to the Prevention Bureau with Monthly Company Inspection Summary Report. Forms shall be properly filled out, recorded and reported. Questions and problems should be referred to the Prevention Bureau.

- 131.01 COMPANY PRE-PLANNING. Pre-Planning may be conducted in conjunction with inspections. Companies shall familiarize themselves with the physical features of building such as construction, contents, exists and their fixed internal fire protection equipment. Special note should also be taken of fire hydrants and surrounding occupancies.
- 131.02 Every company shall complete a minimum of one pre-plan with drawing per month. If pre-plans are to be made on a building that was previously pre-planned, the Company shall review the Old Pre-plan while conducting their new pre-plan inspection. A new drawings should be submitted if major changes are noted. If no changes or minor changes are made, the old plan may be submitted noting the minor changes or no changes with new signature of Company Commander and date.
- 131.03 Pre-plan drawings of potential topographical and other fire problems (relay situations, static water source, dual company operations, limited access or routes, etc.) does not require a drawing of new plan. They should, however, also be reviewed periodically for familiarization and updating.
- 132.01 PERSONNEL INJURIES: Injuries sustained by employees on duty while engaged in sanctioned activities are covered by Workers' Compensation. Off-duty personnel engaging in physical fitness activities at fire stations are not covered, and injuries to such persons shall be reported as not in the line of duty.
- 132.02 Upon return to duty after a "Lost time" industrial injury due to a physical fitness activity, Company Commanders shall restrict participation in all physical fitness activities for minimum period of time.
- A report shall be submitted through channels to the Fire Chief's office by the Company Commander whenever a member returns to duty from a "lost time" physical fitness injury. The Company Commander shall discuss the extent of injury and recovery and report any work limitations, if any. The District Commander shall be consulted if the Company Commander feels a review by Physician should be required. The Company Commander shall state the period for which physical fitness activities are restricted and that this was communicated to the member in the form of an order. Failure to comply with the order shall be cause for disciplinary action. A report shall be submitted the day of the member's return to duty.
- 132.03 On-duty physical fitness injuries shall be reported by the Company Commander on C.S. Form and recorded on OSHA Form. Circumstances surrounding the accident/injury shall be fully described on the C.S. Form continuing on the back of the form. If team activities were engaged in, all participants shall be reported. Previous physical fitness injuries suffered by the member within the last twelve (12) months period shall also be reported.

133.01 DETAIL DUTY OR ASSIGNMENT. Members of the Department assigned to detail duty or special assignment shall comply with the following instructions: While they are on detail assignment, they shall be properly attired in the uniform specified for the occasion.

.133.02 Before leaving their assigned quarters for their place of detail and upon returning, they shall report to their immediate superior. The time of departure from assigned quarters and the time of return shall be noted in the journal by or as directed by the Company Officer.

They shall report to their place of detail at the designated time and promptly return to quarters at the conclusion of detail duty.

They shall not leave their place of detail unless the detail is completed, they are properly relieved, or have the permission of their superior officer.

While at their place of detail and when going to or returning from such detail, they shall engage in no activity which may interfere with the proper discharge of their duty.

.133.03 They shall be familiar with those laws, ordinances, and Department rules and procedures applicable to their place of detail. Whenever they observe any infraction of such regulations, they shall undertake to correct it and shall report thereon as required,

Members who are on voluntary detail, as well as those on assigned detail, shall be subject to all provisions of the rules, regulations and orders of the Department.

They shall strictly adhere to all rules of good conduct and refrain from any action or speech that may reflect discredit or bring reproach upon the Department.

133.04 Detail duty shall be assigned for performance of department functions and authorized by proper authority. Requests for detail duty by persons outside the department shall not be complied with/without authorization by an appropriate chief officer.

FLAG ETIQUETTE

134.01 THE FLAGS OF THE UNITED STATES AND THE TERRITORY OF GUAM
Company Commanders will be responsible for the proper display and respectful care of the Flag. When not in use, it shall be folded and properly stored.

134.02 Upon becoming unfit for service, either through wear or exposure, it shall be replaced and sent to the Storeroom for proper disposal.

134.03 Whenever the Flag is to be carried in Department formation a color guard shall be provided.

The Flag shall be displayed in accordance with provisions contained in the pamphlet entitled, "Etiquette of the Stars and Stripes," published by the Veterans of Foreign Wars of the United States.

134.04 When the National Anthem, "Star-Spangled Banner," is played outdoors, all members of the Department who are in uniform, whether covered or uncovered, shall render the right-hand salute.

If an Officer in command is present, the members shall be brought to attention by the Officer who shall then give the orders to present arms (right-hand salute) and order arms.

When the anthem is played indoors, members are required only to stand at attention and to face the music or the flag, if one is present.

134.05 When the flag is being hoisted or lowered, the salute is given as the movement of the Flag starts upward or downward, and held until movement ceases. This does not apply to member raising or lowering the Flag.

ARTICLE 2 - CARE AND USE OF FIRE APPARATUS & RELATED EQUIPMENT

APPARATUS AND VEHICLES

- 200.00 USE OF APPARATUS. Company Commanders shall not leave quarters with the apparatus for any purpose other than response to alarms and scheduled Department functions, nor take it off-duty or place it out-of-service without receiving permission from the appropriate District Commander. During changing of hose, refilling of water tanks, refueling, etc., the apparatus shall not be considered out of service when it contains at least 50% of its complement of hose ready for use and if response can be made without undue delay.
- 200.01 Apparatus shall be used only for official Department business. At no time shall personal business such as shopping, marketing, picking up applications, banking, etc. be conducting using the apparatus. Company Commanders may detail a member using a personal vehicle for purchasing and preparation of food for station meals.
(See Par. 105.02)
- 200.02 The carrying of civilian passengers not specifically authorized by the Fire Chief, Deputy Fire Chief or an Assistant Chief is strictly forbidden. Care must also be taken to observe all traffic laws to protect the safety of all and to promote good public relations.
- 200.03 While operating Fire Department vehicles all personnel shall be required to wear seat belt at all times and shall require passengers to wear same. All personnel riding on any apparatus while it is being driven shall be required to wear the seat belt of safety harness, whichever is provided.
- 200.04 When engaged in any activity out of quarters, Company Commanders shall not allow company members so loiter around apparatus, congregate in informal groups or conduct themselves in an unbusinesslike manner. The public should never be given the impression that the company is wasting time or is not in full readiness to respond to emergencies.
- 200.05 All non-essential travel shall be curtailed or minimized. Work programs should be planned and coordinated wherever feasible to minimize travel time.
- 200.06 All non-emergency travel shall not exceed posted speed limits or miles per hour. All apparatus or vehicles shall be turned off when parked. Idling of motors of parked vehicles is absolutely prohibited.

- 200.07 Before engaging in drafting drill, equipment operators shall determine that water does not contain sand or other abrasive material, and that the suction strainer is free of obstructions. Strainer end of the suction hose shall be kept at least 18 inches from the bottom of the water source and 24 inches or more below its surface. Where this cannot be done, reasonable precautions shall be taken to draw only clean water into the pump if at all possible.
- 200.08 While companies are engaged in firefighting or emergency operations, conditions may require that the apparatus be left unattended. However, under all other circumstances, including Company Inspections, apparatus shall not be left unattended while out of quarters.

200.09

PROCEDURE FOR TRAFFIC ACCIDENTS. In the event of an accident, no matter how trivial, involving a Department-owned apparatus or vehicle, the Fire member involved shall do the following:

1. Stop immediately and give aid to any injured person. Do not move the person except to avoid further danger.
2. Notify the Duty Fire Dispatcher immediately by radio or telephone. Have them notify the Police and call the ambulance, if necessary. If the owner of the damaged property is not present, a note should be left for him on the vehicle or property, or notification made in person later. Duty Fire Dispatcher shall also notify the appropriate superior officers and bureaus; The Fire Chief or Deputy Fire Chief shall be notified immediately in case of fatality or serious injury, via District Commander.
3. Avoid arguments; avoid accusations; do not admit liability. make any payment, assume any obligation, or incur any expenses.
4. Move vehicle off the road, if possible, in order to allow free flow of traffic.
5. Obtain names and addresses of the other driver, witnesses and injured person(s).
6. Obtain the license number and description of the other vehicle if any.
7. For accidents with probability of a claim against the Government, the Fire Chief or Deputy Fire Chief will notify the Attorney General Office. The responding chief shall make every effort to see that pictures are taken of the accident and shall recover or preserve the object or cause of the accident where practicable. Department members involved shall give full cooperation to any agent or our insurance carrier after being properly identified.
8. If the accident occurred while responding as an emergency vehicle, in addition to the steps listed above, the Company Commander shall also:
 - a. Ascertain if the apparatus is in a condition so that it can be safely and reasonably operated, both from a mechanical standpoint and from the standpoint of personnel.
 - b. If there are injuries or deaths due to accident, DO NOT LEAVE THE SCENE OF AN ACCIDENT.
 - c. In the case of minor accidents, with approval of the responding chief, leave a crew member to secure aid and obtain information and proceed to the alarm.
 - d. Return to the scene of the accident after being released from the alarm.

9. When requesting assistance in removing the vehicle or apparatus to the Fire Dispatcher, explicitly the extent of damage so that they will know what equipment to bring. Use the telephone instead of radio where possible.

200.10 Written reports of the accident shall be submitted as follows after returning to quarters:

1. All vehicle accidents shall be reported on the Vehicle Accident Report Form; Because it may be contended that a privately-owned vehicle was being used on business of the accident report shall be made for all vehicle accidents in which a member is involved while on his tour of duty. This report due in the Fire Chief's office, through channels, within 24 hours after the accident.
2. Whenever vehicle accident results in an employee injury, the immediate supervisor or Company Commander shall submit a Report of Accident/Injury through channels within 48 hours.

200.11 Investigation of the accident will proceed within the Department as follows:

1. The driver's immediate supervisor shall investigate all accidents objectively and without pre-conceived notions. He shall analyze the circumstances of the accident, record his findings as to whether the accident was avoidable, and make his recommendations. The Investigation shall be forwarded to the Fire Chief's office, through channels, within four (4) calendar days after the accident.
2. The Police Traffic Division, shall act as liaison between our insurance carrier and the owner of the damaged vehicle or property, to expedite repairs of damages and settlement of claims in accordance with existing policies.

200.12 The foregoing traffic accident procedure shall also apply in cases where Department vehicles are not directly involved in the accident but may have caused or contributed to an accident involving other vehicles.

- 200.13 CARE AND READINESS OF APPARATUS. Under supervision of the Company Commander, equipment operators shall care for and test their assigned apparatus to assure its constant readiness for alarm response. The Company Commander shall, when apparatus returns to quarters, whatever the circumstances, cause it to be properly cleaned and dried, and restored to a state of readiness for immediate response. Restoration and cleaning of the apparatus may be delayed to permit normal meal time of personnel provided that at least one-half of the normal complement of 2½-inch hose, either wet or dry, is properly loaded for immediate use and the fuel tank is at least half-full. Resuscitators, breathing apparatus, etc. which affect the health, safety and welfare of personnel or the general public shall be cleaned and restored to readiness as soon as possible.
- 200.14 Following an emergency mission or a training session, all water tanks should be filled from the nearest convenient hydrant before returning to quarters.
- Water tanks on apparatus may be filled through the tank full valve without removing the filler cap from the tank. When done, the tank fill valve must be closed.
- 200.15 Pumping mechanism and engine cooling systems in which salt water was used must be thoroughly flushed with fresh water. All other equipment where salt water was used shall be thoroughly cleaned with fresh water.
- 200.16 During refueling of apparatus, extreme caution shall be exercised. Smoking will not be allowed on the apparatus or near it while being refueled.
- 200.17 Tires shall be brushed and underside of fenders cleaned following each run. Tires must be examined closely for damage. If tires are dirty, they should be washed with water and sponged dry.
- Tires which are flat or inflated to less than one-half normal pressure should be changed instead of using inflated. In emergencies they may be changed by company members under the supervision of the Company Commander. Tires on apparatus need not be rotated. Any advice for care and upkeep of tires should be obtained from the Fire Maintenance Officer.
- 200.18 Changes of oil in crankcases of engines will be done at the Department of Public Works according to the manufacturers' recommendations.
- 200.19 Batteries must be checked daily and logged on the "Battery Record" sheet. Apparatus equipped with two lead batteries will be operated in accordance with instructions in the apparatus logbook. If battery becomes discharged during extended periods of operation at a fire, the fact will be reported by radio or otherwise to the officer-in-charge of the fire who will arrange for the installation of a replacement battery.

200.20 In order to meet the requirement of the Federal Communications Commission, the mobile radio has been modified to continuously trickle heat to the transmitting crystal, even with the set turned off.

For apparatus equipped with a battery selector switch, it is important and necessary that this switch always be in the "A" or "B" position (in same apparatus, in Battery 1 or Battery 2 position) and NEVER in the "OFF" position AT ANY TIME.

When the apparatus is not in use, the master switch and the radio switch must be turned off. Before responding to alarms, both the master switch and the radio switch must be turned on.

200.21 Engines, pumps, underframe and running gear of apparatus shall be painted, when necessary, by members. The use of paint to cover brass, bright work or the upper surfaces of the apparatus will not be permitted: Painting will be limited to those times and periods when painting is necessary and desirable in the opinion of the District Commander.

200.22 LOG BOOK. An apparatus log book shall be maintained for each individual apparatus except auxiliary vehicles. Records for these vehicles exempted from this paragraph shall be maintained by Fire Maintenance Officer. Officers-in-charge of apparatus shall see that accurate and complete record is kept of tires, servicing, battery charges, mechanical work done and all other pertinent information concerning the apparatus. If any changes are made to the apparatus that will affect the correctness of the log book, the officer concerned shall immediately notify the Maintenance Officer to update his recordkeeping. The record sheets in the log books, which are not necessary to retain as part of the apparatus history, shall be forwarded to the Maintenance Officer when they are filled. Whenever apparatus is transferred or relief apparatus is assigned to duty to a station other than that in which it is ordinarily stored, the apparatus log book shall be sent with it by the responsible officer.

200.23 RELIEF APPARATUS AND AUXILIARY VEHICLES. Company Commanders in whose stations relief apparatus or auxiliary vehicles are housed, shall see to it that these apparatus and vehicles are kept in clean condition, in good running condition, and fully fueled at all times.

200.24 When relief or special apparatus or auxiliary vehicles are housed in quarters of multiple companies, their maintenance shall be equally divided among the companies. In addition to the checklist, relief apparatus shall be road tested weekly at least 10 minutes.

200.25 Company Commanders who use a relief apparatus shall see that it is returned to its regular station in a clean condition and with the equipment complete. Upon return to its regular station, relief apparatus shall be immediately inspected by the Company Commander there to determine that the above instruction has been met. If not, an immediate report by phone shall be made to the District Commander.

200.26

Company Commanders of stations where relief pumpers are assigned shall be responsible for keeping these apparatus ready for firefighting operations by keeping them adequately fueled and by maintaining the following minimum equipment on the apparatus at all times:

H O S E S

:

30 lengths 2½" hose
8 lengths 1½" hose
200 feet 1" chemical hose
1 length soft suction hose
2 length 4½" hard suction hose

L A D D E R S

:

1 only 12' aluminum folding ladder
1 only 12' or 16' roof ladder
1 only 24' or 36' extension ladder

CONNECTIONS
AND NOZZLES

:

2 only 2½" double female
2 only 2½" double male
1 only 4½" F x 2-2½" F or M
1 only 4" F x 4½" F
1 only 2½" F x 2-1½" M gated wye
1 only 4½" x 2-2½" F wye
1 only 1" nozzle
2 only 1½" nozzles
2 only 2½" nozzles w/shut-off

OTHER ITEMS

:

1 only pick head axe
2 only rear safety step belts
5 only seat belts
1 only Deluge set w/nozzle
1 only Pike pole
1 only extinguisher, 15# CO₂ or all purpose
1 only reflector set
1 only 4½" strainer for hard suction
1 only hydrant wrench
2 only spanner wrench
1 only apparatus log

- 200.27 CONTROL OF AUXILIARY VEHICLES. Auxiliary vehicles, including all relief chief sedans, of the Fire Operations assigned to the various fire stations for maintenance and storage are to be used exclusively for departmental purposes.
- 200.28 The District Commander is solely responsible for all vehicles assigned to his Platoon and permission must be obtained from him for the use of said vehicles.
- 200.29 Whenever a vehicle is used, the Captain or Officer-in-charge of the station to which the auxiliary vehicle is assigned shall journalize all of the following pertinent information:
- 1) Name of District Commander granting permission
 - 2) Reason for use
 - 3) Driver of the vehicle
 - 4) Time out and time of return
 - 5) Mileage reading at beginning and ending of usage
 - 6) Condition of vehicle
- 200.30 REPORTING OF MECHANICAL DEFECTS. When a mechanical defect in an apparatus, support vehicles, or equipment is discovered, it shall be reported to the Company Commander immediately.
- The Company Commander shall report the condition through channels and record it in the Company journal. If the condition has not been corrected before the on-duty platoon is relieved, he shall also inform the reporting Company Commander verbally of the situation.
- 200.31 REPAIRS TO APPARATUS AND EQUIPMENT. The instructions of the Fire Maintenance Officer relative to the care and operation of apparatus shall be strictly followed and no repairs, adjustments or alterations shall be made without authorization from him.
- 200.32 The following procedures shall govern the repairs to apparatus and equipment:
- A. For the Firefighting Forces
 - 1) The Company Commander shall notify his District Commander and supply him with all particulars of the repairs requested.
 - 2) The District Commander shall forward the request to the Maintenance Officer. Should requests for repairs originate when the M. O. is closed, the District Commander shall arrange for use of a relief apparatus if necessary. If this cannot be done and immediate repairs are necessary, he shall call for a mechanic via Fire Dispatcher.
 - B. For the Various Bureaus
 - 1) The Bureau Head shall notify the Maintenance Officer requested repairs during normal working hours.
 - 2) Should requests for repairs originate when the Maintenance

notified, and he shall assign a relief vehicle or, if the situation demands, call for the mechanic via the Duty Fire Dispatcher.

C. For the Firefighting Forces and Bureaus

- 1) All requests for repairs to apparatus not of an emergency nature which are pending at the end of each month shall be noted on the Apparatus Monthly Inspection Report.
- 2) With respect to repair requests involving radio equipment, the procedures above shall apply except that the Radio technician shall be involved instead of the mechanics,

200.33 Company Commanders receiving relief apparatus shall notify their District Commander by telephone of receipt of relief apparatus. Company Commanders relinquishing and receiving relief apparatus shall journalize this in their company journal and in the relief apparatus log book.

200.34 It is essential that the Fire Maintenance Officer be notified of the movement of all relief apparatus. Company Commanders relinquishing relief apparatus shall notify his office of the transfer of the apparatus. Transfers occurring on weekends and holidays shall be journalized in the company journal instructing the Company Commander on duty the next work day to notify the Fire Maintenance Officer.

200.35 APPARATUS TESTS. Each morning at 0800 members responsible for firefighting apparatus will check equipment. It will be started and run until heated to operating temperature and road tested. Entry of the test will be made in the apparatus log. Apparatus equipped with air brakes shall maintain a minimum of seventy (70) pounds of air pressure at all times,

200.36 Whenever the pumper capacity test is conducted by the entire on-duty crew of the company involved shall participate. The Company Commander shall coordinate the test locations and scheduling with the appropriate District Commander. Company Commanders shall notify Fire Dispatcher, prior to leaving quarters for the test, giving the time and location, in order that necessary company relocations can be done.

FIRE HOSE

- 201.00 CARE AND USE OF FIRE HOSE. Hose carried on apparatus shall be securely coupled and orderly in arrangement. Unless otherwise ordered, hose shall not be allowed to remain on apparatus in a damp or dirty condition in excess of twenty-four hours.
- 201.01 Cotton jacketed or dacron filler hose shall not be allowed to remain on apparatus for more than one calendar month without being removed. Record of the hose change, and record of the numbers of the sections of hose changed will be made in the company journal.
- 201.02 Special care shall be exercised to see that fitted gaskets are in hose and that hose which have become deteriorated are replaced and tested.
- 201.03 Before hose is removed from apparatus for change, the replacement sections will be properly prepared, couplings examined, and coupled together. Change will be made with as much speed as is consistent with safety. On apparatus equipped with double hose compartments, change will be made in only one compartment at a time.
- 201.04 When picking up hose after fires and emergencies or training sessions, it shall be replaced on the apparatus in readiness for immediate use unless permission is granted by the District Commander allowing the company to return to quarters without reloading hose.
- 201.05 Care shall be exercised in "breaking" hose lines inside of buildings to see that water damage is kept to an absolute minimum.
- 201.06 All hose shall have water run through it at least once every six months, unless otherwise wet in-service.
- 201.07 Dirty hose shall be washed with cold clear water only. No other cleaning agent will be used for this purpose without permission of the District Commander. Hose contaminated by oil, tar, paint or other similar substances will not be cleaned until the appropriate District Commander is contacted for advice as to cleaning of the hose. In the event the hose is unusable, the District Commander will send the damaged or worn-out hose to the Maintenance Officer for inspection.
- 201.08 Any hose used to discharge soda and acid or foam solutions shall be flushed with clean fresh water after use.
- 201.09 An attempt will be made by members in quarters to repair damaged threads or swivels on hose using proper tools. Only flake graphite in small amounts may be used as a lubricant.
- 201.10 The positions of sections of rubber jacketed hose shall be changed on the reel and the hose recoiled every two calendar months.

201.11

HOSE REPAIR AND REPLACEMENT. All hose in need of repair shall be handled in the following manner;

1. The Company Commander shall notify the appropriate District Commander about the needed repairs.
2. The District Commander shall arrange for repairing of the hose with Fire Maintenance Officer.
3. The Fire Maintenance Officer shall cause all hose to be repaired or condemned as the condition of the hose after testing may warrant. The Maintenance Officer shall keep a record of all hose repaired or condemned.
4. Whenever hose is repaired and found satisfactory, the Fire Maintenance Officer shall notify the appropriate District Commander who shall arrange for delivery of the hose to the station concerned.
5. Whenever hose is condemned, the Fire Maintenance Officer or designee shall notify the Company Commander of the station concerned, informing him of the identification number located on the female coupling of the hose and the date of condemnation.
6. Upon being informed of the condemnation of hose, the Company Commander shall:
 - a. Notify the District Commander who shall arrange for replacement of the hose.
 - b. Submit report, through channels, noting the identification number, the year, and brand of hose, and the cause and date of condemnation.
 - c. Upon receiving replacement of condemned hose, submit report through channels noting the identification number, the year, and brand of hose.

201.12

HOSE IDENTIFICATION. All lengths of fire hose shall be properly identified in the following manner. Hoses shall be assigned a permanent number and year (purchase date) that will remain the same throughout the life of the hose. The identification number and the year shall be hand punched or engraved (top of number towards hose) on the non-movable portion of the female coupling behind the swivel. Companies should further identify hoses by stenciling (in back) the identification number on the hose jacket beginning approximately six inches from the end of the female coupling, two inches following the last digit of the identification number, stencil the alphabet (E for Engine, L for Ladder, etc.) and company number. There should be no spacing between the alphabet and company number. Whenever hoses are assigned to and received by a company, the old company, if any, shall be blacked out on the hose and the new company number stenciled on.

PORTABLE EQUIPMENT AND SUPPLIES

- 202.00 ACCOUNTING OF EQUIPMENT. Members shall not change or alter the arrangement of firefighting equipment on apparatus nor otherwise disarrange the system in effect without approval of the Fire Chief or Deputy Fire Chief.
- 202.01 All firefighting equipment issued to companies is to be plainly marked with paint or stenciled with paint so as to avoid confusion in picking up at fires. Hose straps and spanners, and other equipment may be marked by members with metal stamps or punches.
- 202.02 When a permanent transfer of an apparatus is made, a report for the equipment remaining on the apparatus going to the new location shall be submitted. Should any of the equipment of the transferred apparatus be assigned to another vehicle, it shall be so reported to the District Commander.
- 202.03 When receiving a relief apparatus, Company Commanders shall make a physical inventory check to account for all tools and equipment shown on the apparatus log. A similar check shall be made by the Company Commander of the regular quarters of the relief apparatus when it is returned. Any shortages or changes shall be reported immediately to the appropriate District Commander.
- 202.04 Whenever equipment falls off apparatus, whether during emergency responses or non-emergency missions, the apparatus shall be halted and the equipment recovered. However, in cases where the Company Commander determines that response cannot be delayed or retrieval would be extremely hazardous, the equipment may be recovered later.
- 202.05 All material around quarters which is of no current value to the companies' operation, and all empty carbons and cylinders shall be reported to the Fire Chief for disposal.
- 202.06 Persons desiring to purchase discarded fire hose or equipment will be referred to the Fire Chief.
- 202.07 CARE AND USE OF EQUIPMENT. All carbon dioxide extinguishers shall be replaced after each use, even though only partly discharged. Should the seal be broken and the extinguisher not used, Company Commanders are instructed to inform the Storekeeper and requisition a replacement. Discharge horns on 15 lbs. CO₂ extinguisher shall be removed before it is sent to the Storeroom. Any gas remaining in a used carbon dioxide extinguisher may be utilized for drill purposes prior to replacement.
- 202.08 ALL DRY CHEMICAL extinguisher shall be replaced annually as well as after each use. Discharge horns shall be left on the extinguisher when turned in. Once every calendar month the extinguishers shall be inverted and shaken slightly to prevent the powder from packing. Any extinguisher suspected to be unfit for use at fires shall be replaced. A record shall be kept on the last recharge date.

202.09 Of the two oxygen cylinders attached to each RESUSCITATOR, one shall be fully charged (2000 obs.) and the other shall have a pressure not lower than 500 lbs. Company Commanders are instructed to utilize deficient oxygen cylinders for drill purposes prior to requisitioning for replacement. If Company Commanders know or suspect that the resuscitator has been used on a person with a contagious disease, they shall report the matter immediately to the physician at the Health Department and be guided by his directive. Cleansing of equipment in such cases will always be done in accordance with the physician's advice. Disinfectant is available at G.M.H.

202.10

Inspection of breathing apparatus shall be made once per month and after each use. Each responsible OIC shall record these inspections on the Company Journal which shall be maintained and reported by whomever the officer designates.

Company Commanders shall ensure that subordinates carry out these requirements.

It is recommended that each member make a daily visual inspection of the breathing apparatus assigned to him for completeness and readiness.

Daily visual inspection need not be recorded.

202.11

Inspection Procedures

- 1) Cylinders shall be fully charged according to the manufacturer's instructions. Record the cylinder pressure when pressure gauge indicates full charge which is normally from 1980 to 2216 PSI. The full charge recording will detect any leak on subsequent inspections. Company Commanders are instructed to utilize partially used cylinders for drill purposes prior to requisitioning for replacement.
- 2) Facepieces and breathing tubes shall be inspected for signs of deterioration (cracking) or broken parts. A special examination should be made for torn or wrinkled exhalation valves and speaking diaphragms.
- 3) Other parts shall be examined for defects.
- 4) Complete units shall be reassembled after cleaning has been done and returned to the apparatus storage compartment in the ready position.

202.12 Cleaning and Disinfection. Each member shall clean his assigned breathing apparatus as soon as practicable after its use and upon return to quarters. Each firefighter should be trained in the cleaning procedure. In addition to cleaning, the entire device, the facepiece and breathing tube should be disinfected. The following procedures are recommended;

- 1) Separate facepiece and breathing tube from remainder of device.
- 2) Wash facepieces and breathing tube in cleaner-disinfectant or detergent solution. Strong cleaning and disinfecting agents should not be used. A cleaner disinfectant solution is available at the Storeroom.
- 3) Rinse complete in clean, warm water.
- 4) Air-dry in a clean area.
- 5) Clean other parts as recommended by manufacturer.
- 6) Reassemble device and arrange in storage rack or container.

202.13 Repair. Replacement or repairs shall be done only by qualified persons, using parts designed for the breathing apparatus. No attempt shall be made to replace parts or to make adjustments or repairs beyond the manufacturer's recommendations.

Regulators shall be sent to the manufacturer or to a trained technician for adjustment or repair.

Parts shall not be interchanged among devices of different manufacture

All repairs and parts replacements shall be recorded on Company Journal to ensure a complete maintenance history of each unit.

202.14 Storage. Breathing apparatus shall be stored on the apparatus in its storage case or on the rack provided for that purpose. Breathing apparatus of the demand type shall be stored with the main line regulator valve open and the main cylinder valve and regular bypass valve closed.

The facepieces of all devices shall be positioned carefully to avoid distortion of rubber parts during storage. Head-harness straps should be fully extended.

202.15 Cylinder Replacement. All companies shall request for the replacement of used cylinders during working hours through their respective District Commanders.

During emergencies which require the use of large number of cylinders, District Commanders may procure reserve cylinders from the storage and also request delivery to the scene of operations.

- 202.16 NOZZLES and similar equipment shall not be taken apart for greasing and other purposes. Whenever this equipment becomes defective or difficult to operate, it will be sent to the Maintenance Officer for service where proper tools are available.
- 202.17 Axes which have become dull in-service shall be sent in for sharpening.
- SALVAGE COVERS shall be carried on apparatus at all times for each use, if necessary, hung in the tower to dry, and shall not be folded until completely dry. Only clear cold water shall be used to clean the covers unless otherwise advised by the Shop.
- 202.18 All equipment or furnishings sent to the Maintenance Officer for repair or service shall be tagged. A supply of tags is available. All tags should be filled out completely. Attention is called to the importance of describing the nature and location of the defect, indicating what work is requested and giving the company identification. The Fire Maintenance Officer or his designee will receive the article, and return the completed tag stub to the sender as a receipt and an instrument for later pickup.
- 202.19 All equipment that is sent to the Maintenance Officer for repair must be tagged. A supply of tags and string is available at the Headquarter. The company, description and I.D. number of the equipment should be written on one side. On the other side describe necessary repair work. When the equipment is received by the Storeroom a repair tag stub will be issued.
- If equipment is relinquished to the supply because it is excess or no longer needed, it should be in condition for re-issuing. For example, fire axe handles should be sanded and varnished and the axe heads sharpened and painted. If the equipment is not in condition for re-issuing, it will not be accepted. If the relinquished equipment is in need of repair it should be tagged so the Storeroom may take proper action. If the relinquished equipment (such as salvage covers) does not have an I.D. number that is not readily visible it should be tagged.
- 202.20 USE OF PERSONAL EQUIPMENT. Use of personal equipment to perform firefighting, rescue and safety missions is strictly prohibited. Since the department is responsible for the safety and health of its employees and the public and is liable in case of injury or death, members shall use only department-issued equipment. Personal equipment may be used only upon prior approval from the Fire Chief.

FIRE HYDRANTS

- 203.00 OBSTRUCTIONS TO FIRE HYDRANTS. Fire Department personnel, whenever they discover obstructions to either public or private fire hydrants that would interfere with use of the hydrant, are requested to report this to the Fire Dispatcher immediately. Information they should provide is the location of the hydrant, its number and the nature of the obstruction.
- 203.01 Duty Fire Dispatcher shall take the following actions:
- 1) Request Police to have illegally parked vehicles removed,
 - 2) Notify the P.U.A.G. of physical obstructions to public hydrants other than parked vehicles and request correction.
 - 3) Notify the owner of the premises (if locatable) of physical obstructions to private hydrants other than parked vehicles and request correction.
 - 4) If the hydrant cannot be used, notify the appropriate Commander and the first-in engine company, which officers shall enter the information in their journals.
 - 5) Enter the incident and its correction in the Dispatcher's Journal.

- 203.02 APPARATUS IN RESPONSE. Due caution shall be exercised when leaving quarters. In multiple houses, officers shall work together in the establishment of the most practical response routes. Absolute understanding between officers and drivers regarding response procedure and routes must be maintained. Where practicable, companies shall proceed along the same prearranged route. Particular caution shall be observed at those intersections where apparatus responding from other stations may enter or cross.
- 203.03 Apparatus shall not be driven at a greater speed than can be maintained with safety. Extreme caution shall be exercised where a stop sign or red traffic signal is displayed and at all other intersections. The apparatus shall be brought to a complete stop if necessary. Traffic regulations shall be strictly adhered to while not responding.
- 203.04 Apparatus shall not pass each other unless disabled or delayed. Racing with apparatus at any time is strictly prohibited.
- 203.05 Fire apparatus shall be operated as an emergency vehicle only while all warning devices are used continuously, as provided by law.
- 203.06 Red lights on Department apparatus shall be kept on at all hours of the day or night while responding to alarms, when necessary while working at emergencies, and at no other times.
- 203.07 When it is desirable and necessary to dispense with the siren to curtail noise, such as near hospitals, apparatus shall be operated as a non-emergency vehicle and subject to all rules of the road even though warning lights remain on.
- 203.08 POLICE ASSISTANCE DURING ALARMS. By mutual agreement, police officers in the vicinity of responding apparatus will proceed with fire equipment and take enforcement measures against motorists who fail to yield right-of-way to emergency vehicles. Members will observe carefully aggravated instances of this nature so that in event of prosecution, company members may be competent witnesses to state clearly and definitely the true circumstances of the case.
- 203.09 NOTIFICATIONS TO FIRE DISPATCHER. In relation to alarms, Fire Dispatcher shall be notified immediately:
- 1) When a company engaged in travel encounters a fire and no fire department apparatus is present. After notifying the Alarm Bureau, the company shall proceed to extinguish the fire unless otherwise instructed.
 - 2) When an apparatus dispatched to an alarm is unable to continue its response due to mechanical failure, accident or impediments.
 - 3) When a company becomes unavailable for dispatch to alarms.
 - 4) When a company moves to other quarters, or leaves quarters.

ARTICLE III - FIRE AND EMERGENCY DUTY

FIRE PROCEDURE

- 300.00 REPORTS FROM THE SCENE. While enroute and upon arrival at the scene, the officer-in-charge shall make reports to the Duty Fire Dispatcher. Included in the reports should be any information that will affect other respondents, the relocation of companies, or the call out of assistance in various forms. Any substantial correction to the location of the incident should also be given.
- 300.01 APPARATUS POSITIONING. Care shall be exercised in placing apparatus at fires. Where practicable, the roadway in the immediate vicinity of a fire shall not be obstructed by apparatus; nor shall fire hydrants or apparatus be blocked unnecessarily.
- 300.02 FIELD COMMAND PROCEDURES. The officer first to arrive at the scene of an emergency shall assume command and an effective command position until relieved by a higher ranking officer or until the incident is terminated. The officer-in-charge shall constitute the field command through which all communications are to be canneled. The initial report given by the person assuming command is:
1. Unit identification at scene and confirming assumption of command. (Engine #1 at scene, in command)
 2. Building description: Occupancy, size, arrangement, type of construction, obvious fire conditions, etc.
 3. Size up, rapidly evaluate situation.
 4. Develop plan of attack, calling for help if needed.
- 300.03 COMMAND OPTIONS. The initial arriving officer must decide on an appropriate commitment for his company. This will fall into one of three general modes:
1. Investigation Mode.
When no physical evidence of fire is visible. These situations generally require investigation by the first arriving engine, ladder or rescue officer, while holding staged companies at a distance. The officer may investigate with his company while using his handle talkie to continue command. In large or high-rise structures and dispersed complexes, investigation of the fire shall proceed as follows:
 - a. Leaving the equipment operator to locate the standpipe manifold, the officer in the first-in engine company with his crew shall proceed into the building carrying a handle talkie.
 - b. Other responding companies shall stage one block away, as pre-planned or as ordered by the officer-in-charge, with a minimum of obstruction to traffic flow.

- c. If a ladder company responds and arrives at the scene at or about the same time as the first-in engine company, the ladder officer shall place his apparatus to the best advantage, generally at the front of the building, and with his crew except the operator(s), shall conduct the investigation of the building. The first-in engine company shall locate itself at the standpipe inlets. Other responding companies shall stage one block away, as pre-planned or as ordered by the Officer-in-charge with a minimum obstruction to traffic flow.

2. Fact Attack Mode.

A situation which requires immediate action to stabilize the condition such as interior fires in residences, apartments or small commercial occupancies. The officer must quickly decide how to commit his company. This mode should not last more than a few moments and will end with one of the following:

- a. Situation under control.
- b. Situation not under control and the officer must remove himself to a normal command position.
- c. The chief officer arrives and the command is transferred,

3. Command Mode.

Situations that require principle command. Such situations by virtue of the size, complexity, or potential of the fire, will require strong, direct overall command from the outset. In such cases the officer shall initially assume a command position and maintain this position until relieved by a higher ranking officer.

On first or greater alarms, the officer assuming command shall make every effort to inform the incoming companies as to the direction of approach, position and action he wishes them to take. When contact cannot be made, the company commander will exercise good judgement and initiative, involving himself on fire operations. At the earliest opportunity, report to the command officer.

300.04

OFFENSIVE AND DEFENSIVE MODES OF ATTACK. A critical command decision (both initial and ongoing) relates to the offensive/defensive modes of the situation.

1. Offensive Mode.

An interior attack and related support directed at bringing the fire under control quickly. Offensive fires should be fought from the INTERIOR UNBRUNED SIDE of the structure.

2. Defensive Mode.

An exterior attack directed to first reduce fire extension and then bring the fire under control. The decision to operate in a defensive mode indicates that the offensive attack strategy has been abandoned for reasons of personnel safety and the

2. The first priority in defensive operations is to protect external exposures. Master streams are generally the most effective tactic to be employed in defensive operations. Many times, offensive/defensive conditions are clear cut and the Fire Ground Commander (FGC) can quickly develop a decision that relates to that mode. In other cases, the situation is marginal and the FGC must initiate an offensive interior attack while setting up defensive positions on the exterior. The effect of the interior attack must be evaluated and the attack abandoned if necessary. Mode changes can develop instantly or can take virtually all night.

300.05 TRANSFER OF COMMAND. The first arriving ranking officer shall assume command as noted below. Arriving ranking officer shall communicate with the officer-in-charge by radio or preferably face-to-face on arrival. The officer being relieved shall brief the officer assuming command, then he shall be used to the best advantage. The officer assuming command shall confirm assumption of command. All other arriving chief officers/staff personnel shall report to the FGC by radio or in-person for assignments.

1. First arriving District Commander may assume command after being apprised of existing conditions by the officer-in-charge and upon confirming assumption of command.
EXAMPLE: Bn. 1 at scene, in-command.
2. The Assistant Chief of Operations may assume command after being apprised of existing conditions by the officer-in-charge and upon confirming assumption of command.
EXAMPLE: "C-1 at scene, in-command."

NOTE: In cases of complex tactical situations, sector commands shall be established.

300.06 SECTORS. Sectors are identified as the immediate tactical level of command. Usually are commanded by platoon or captain level superiors who concentrate on the more specific areas and tasks needed to meet the overall operation objectives. It is a system of dividing fireground command onto smaller command units.

Sector terminology used within the Guam Fire Department:

- | | |
|-------------|-----------------------|
| a. interior | d. staging |
| b. roof | e. rescue |
| c. salvage | f. others as required |

Sector officer shall keep command informed of conditions within his sector through regular progress reports.

EXAMPLE: Rescue sector - floors 15-20. Primary search completed.

300.07 STAGING. The object is to provide a standard system of initial placement for responding apparatus, men and equipment prior to assignment to tactical incidents.

Level 1 Staging. (Utilized when investigating or when smoke or flames are visible,)

1. The first engine company shall respond directly to the scene and shall investigate or operate to its best advantage.
2. The first ladder company shall respond directly to the scene and shall place the apparatus to its best advantage, generally at the front of the building.
3. The first rescue unit shall go directly to the scene and shall place the apparatus in a location that will provide maximum access for rescue/medical support and not impede the movement of other units.
4. All other units shall stage in their directions of travel uncommitted, approximately one block from the scene until assigned by command.

Level 2 Staging. (Relates to large complex field operations.)

1. Command shall formally announce "Level 2 Staging" and give location of staging area. (This is to have companies readily available nearby instead of having to wait for their arrival.)
EXAMPLE: "Companies to stage at the Exxon Station; Rt. #1 and #10, etc."
2. On confirmed highrise fires, the first arriving officer or the District Commander shall consider sounding a second alarm. When a second alarm is requested, the Duty Fire Dispatcher shall sound the second alarm and await staging location from command.
3. Companies already staged in Level 1 shall remain in this level until assigned.

300.08 FIREGROUND AND EMERGENCY PROCEDURES. For the purpose of the Fire Department operations, the fireground is defined as the area inside an imaginary boundary that has been determined by safety consideration according to the foreseeable hazards of the particular incident.

1. All personnel entering the fireground perimeter shall wear a full protective clothing.
2. All personnel entering the fireground perimeter shall wear a self-contained breathing apparatus.
3. When operating at highrise buildings, a perimeter of 200 feet shall be established as a fireground perimeter. Command and staff support personnel shall remain outside the perimeter unless entering the area to assist with interior operations.

4. Do not operate exterior streams into the same building, especially ladder pipes, when attack crews are working within the building, except when absolutely necessary and only after attack crews are notified.

300.09: PROCEDURES FOR FIRE SERVICE ELEVATORS. The first arriving company at the scene shall designate one man with a breathing apparatus to bring down the fire service elevator to the ground, lobby or designated level, whichever the case may be. If both engine and ladder companies arrive at the same time, then the personnel from the ladder company shall control the elevator operation. The designated elevator operator shall wait for a company officer, the necessary equipment and the firefighting personnel.

All personnel entering the elevator shall use breathing apparatus. Six firefighting personnel should be the maximum to occupy the elevator. One shall have a Kelly, claw or Halligan tool that shall be left in the elevator. This tool may be used to pry open the doors of the elevator on case of malfunction and/or if escape is necessary.

After personnel enter the elevator, it shall be taken up to the second floor below the fire floor. After exiting and before proceeding to the fire floor via the stairwell, personnel will observe the general layout of the floor, paying particular attention to location of stairways, floor plans and sequence of room numbers.

When escape from the elevator or fire floor is necessary, fire fighters will know in advance their route to the nearest stairway. If the elevator is acting erratically, stop and exit immediately. If the elevator does not stop as desired:

1. Press the emergency stop button.
2. Force open the elevator doors. This final measure should cut the electrical power to stop the elevator.

Once the designated elevator operator has started his operations, he must not abandon his position until relieved, but not before transferring all pertinent information. The Fire Dispatcher shall immediately notify the respective elevator company and request for a representative at the scene at all highrise fires.

RESPONSE ASSIGNMENTS

- 301.00 MUTUAL AID OPERATION. Department personnel shall observe mutual aid requirements when dispatched to work at military installations or property. The dispatcher shall inform respondents by radio if the location is a military or federal property.
- 301.01 Control of fires in jurisdictions outside the local government area rests primarily with the chief officer-in-charge of that jurisdiction.
- 301.02 In non-jurisdictional areas, the Guam Fire Department officer-in-charge will cooperate closely, but will retain command of the Local Fire Department's apparatus and personnel, and will be responsible for their direction and safety. Where serious differences of opinion arise between the officers-in-charge of the involved, the responsible D.P.S. officer will follow his own judgment but will immediately inform his superior via the Fire Dispatcher the difference of opinion, and be guided by his instructions.
- 301.03 Should military ordnance or other explosives requiring the aid of ordinance experts be discovered at the scene of an alarm, the officer-in-charge shall evacuate and secure the area and call the Fire Dispatcher. Fire Dispatcher will call Police for assistance.
- 301.04 COMPANY TEAM EFFORT. Unless they are in-charge of the fire, and unless otherwise directed, Company Commanders shall be with their companies at all times to direct movements. Company members shall work together as a unit whenever possible and avoid separation from each other unless otherwise ordered. Members other than Company Commanders shall, unless otherwise ordered, remain on the Company apparatus while awaiting orders.
- 301.05 Members of companies will ride on their assigned apparatus going to and returning from alarms unless otherwise instructed by an appropriate officer.
- 301.06 USE OF SYSTEMS. For interior firefighting above the third floor in buildings, the standpipes shall be used, if practicable, when Department lines are put into operation.
- 301.07 BUTANE LIGHTERS. Butane lighter can be extremely dangerous when exposed to flame or heat greater than 120° Fahrenheit. Members shall not keep this type of lighter on the person when responding to any type of alarm.

- 301.08 HOSES LINES. Upon arrival at the scene, the number and size of hose lines stretched and the kind of hose lay shall be left to the discretion of the Company Commander unless instructions are given by the chief officer-in-charge.
- 301.09 Subsequently, Company Commander shall be guided by the judgment of their respective pump operators as to the advisability of pumping into additional lines.
- 301.10 The Company Commander of any engine company arriving at the scene of an alarm will immediately lay a line of hose from or to hydrant when a company is seen to be working with a line from a booster tank not already backed up by a regular line unless the officer-in-charge orders otherwise. This applies to fires where structures are involved or exposed.
- 301.11 Hose lines operated from ladders, roofs, or other heights shall be charged with water only after such lines have been secured in position. Before such hose is lowered, the water shall first be drained at the street level.
- 301.12 No member shall either jokingly or maliciously turn a stream of water from a line or extinguisher or direct or cause it to be directed upon any person or into any premises unnecessarily. Officer shall report all such incidents of this nature in writing through channels.
- 301.13 Apparatus shall not be driven over hose lines except in case of absolute necessity. Police assistance shall be utilized when hose at fires or drills is driven over by drivers of unauthorized vehicles.
- 301.14 NOZZLES SAFETY. As safety measure, nozzles attached to hose lines shall be kept shut off at all times except when flow is desired.
- 301.15 FUEL USAGE. In consideration of air pollution and energy conservation, engines of apparatus not in use at the scene of an alarm shall be turned off as soon as possible. When fuel for apparatus in operation at fires runs low, the officer-in-charge shall be notified by radio or otherwise.
- 301.16 SPOTLIGHT BEACONS. During the night when a company respond to an alarm and finds that the fire is in such a location that it cannot be readily detected, spotlights will be adjusted so they will project a beam of light into the sky as a beacon or guide for companies arriving late. Officers responding to alarms shall be on the lookout for such signals. Spotlights are to be turned off after the time of necessity for their burning is past.
- 301.17 WARNINGS AND BARRIERS. When the passage of vehicular or pedestrian traffic would interfere with operations, the officer-in-charge of the fire shall cause to be established suitable warning devices or barriers at a distance sufficient to insure safe operations.

- 301.18 WORK SAFETY IN CONFINED DEPTHS. A rope life line shall be secured around members before permitting them to descend into ship holds, manholes, elevator shafts, deep pits, long smoke-filled passageways, etc. If possible, men will be sent in pairs. The following line signals will be used:

<u>No. of Jerks</u>	<u>To Indicate</u>	<u>Letter</u>
1	All well	O
2	Advance ..	A
3	Take up	T
4	Help	H

Any signal given will be answered by a repetition of the signal received.

- 301.19 INTER-AGENCY NOTIFICATION REQUESTS. Respondents shall notify the Fire Dispatcher from the scene when:

- 1) The services of a utility are necessary to handle an emergency, identifying the utility if possible; also, when utilities have been shut-off from a fire building during fire extinguishment operations.
- 301.20 2) Oil companies need to be notified of ruptured oil or gasoline lines. Give exact location of the leak. It is not desirable for this Department to shut-off any of these lines as a valve shut-off under pressure can cause a line to break in other places.
- 301.21 3) Response is to a permanent installed LPG system where the officer-in-charge is not certain that the valves can be operated with safe results. The Fire Dispatcher will notify the proper authority of the company involved. Officers whose first-in districts include such locations shall carefully familiarize themselves with the installations and the surroundings.
- 301.22 4) A fire occurs in a U.S. Mail Box. Water spray shall be used only to cool the exterior of the box. Fire to the contents shall be extinguished by inserting dry chemical extinguisher through the letter drop to minimize the damage to the contents. Efforts will be made to preserve the mail until the postal authority arrives and properly identifies himself.
- 301.23 5) Debris from a fire left on a public street, sidewalk or parkway represents a hazard to the public. The Fire Dispatcher will notify the D.P.W. Highway Maintenance personnel to erect adequate barricades and lights.
- 301.24 6) If it is believed an explosion has occurred in sewers, storm drains or utility manholes, the Fire Dispatcher in turn, shall notify the P.U.A.G. Sewer Maintenance Division.
- 301.25 7) It is necessary to notify any other agencies outside of the Department via the Duty Fire Dispatcher.

- 301.26 8) Fatalities occur at alarms handled by the Fire Department. The Duty Fire Dispatcher shall notify the following;
- a) Guam Memorial Hospital (if doctor is needed).
 - b) Appropriate chief officers (Fire Chief, Deputy Chief and Assistant Chiefs).
 - c) Police
 - d) Medical Examiner, after physician has declared that a fatality exists.
- 301.27 9) Fires occur in the forest reserve, CM-2, and important watershed areas. The Fire Dispatcher shall notify the Department of Agriculture, Division of Forestry.
- 301.28 TURNING BACK FROM RESPONSE. While responding to an alarm and turned back by radio, officers-in-charge shall exercise common sense measures in changing from emergency to non-emergency operation, and will do so as inconspicuously as possible so as to avoid public criticism.
- 301.29 COVER-IN OF COMPANIES. Alarm Bureau shall initiate relocation assignments at the earliest indication that working units at a fire or emergency will be unavailable for other responses for a longer time than it would take to complete the appropriate relocation. In order to help the Alarm Bureau make this determination, it is therefore important that fire officers report by radio as soon as practical after arriving at the scene (1) whether they will be available for other responses, and (2) if not, how long. It will be reasonable for Duty Fire Dispatcher to assume, unless otherwise informed from the scene, that fire companies operating at brush or rubbish fires, particularly in rural areas, will be available for other responses if they have not connected to a fire hydrant. The relocation assignment outlined in Par. 380 are operational guidelines subject to the judgment of the Duty Fire Dispatcher.
- 301.30 Communications relating to relocations shall be by telephones, both by the Duty Fire Dispatcher and by companies involved, except where it is necessary for companies out of quarters to be given instructions by radio. Companies in the act of relocating shall proceed as non-emergent vehicles and shall monitor the Guam Fire Department radio net.
- 301.31 Move-up companies shall make no entries in journals of companies whose quarters they occupy except to enter their occupancy of the quarters and information received concerning closed streets, fumigation, hydrant out-of-service, etc. Any entries made shall be signed. Upon return to quarters, entries to their own journals will be made of their alarms, personnel, apparatus, etc.
- 301.32 Move-up companies will retain their identity in all communications with the Fire Dispatcher, but shall respond to all dispatch assignments for the company whose quarters they occupy.
- 301.33 The care, discipline and regard for property and possessions which companies exercise in their own quarters shall govern companies located in other quarters. Such quarters shall be cleaned, if

- 301.34 CHANGE OF PLATOONS DURING FIRES. In case of a prolonged fire at the change of platoons, the oncoming Company Commander shall be guided by instructions from his District Commander directly or through the Fire Dispatcher.
- 301.35 FIREFIGHTING BY OFF-DUTY PERSONNEL. Members reporting for duty at fires while off-duty will report personally to the officer-in-charge of the fire or to his representative in the particular area.
- 301.36 Officers concerned will utilize the services of members so reporting only when the situation clearly indicates the need for immediate additional manpower, when the member is equipped with the proper safety equipment, and in each instance will cause to be noted the name of the member and time reporting.
- 301.37 When the immediate emergency is terminated, all off-duty members working will be notified that their services are no longer required and proper notation will be made as to time worked.
- 301.38 Manpower requirements will be anticipated and requested through the usual channels at the earliest possible moment. Except in extreme circumstances, off-duty members will not be used to meet these requirements.
- 301.39 RECALL OF OFF-DUTY PLATOON. Upon authorization by the Chief, the following procedure will govern recall of the off-duty platoon.
- Company Commander shall, upon receipt of notice to recall the off-duty platoon, immediately refer to Personal Record books for telephone numbers and notify all off-duty members to report. Where the company is not available to perform the recall, Fire Dispatcher shall call their off-duty personnel.
- 301.40 The Duty Fire Dispatcher will be responsible for notifying all chief officers.
- 301.41 Recalled members shall report to their regular place of assignment, unless otherwise specifically ordered. In the event of circumstances prohibiting or seriously curtailing vehicular traffic, they will report to the nearest or more convenient station.
- 301.42 Members on suspension and sick leave will not respond. Members on vacation or "day off" will report to duty.
- 301.43 Recall of the off-duty platoon will, in each instance, be followed by reports by the on-duty Company Commander through channels showing who reported and the time in each individual case. This data will also be journalized.
- 301.44 CIVILIAN ASSISTANCE. Accepting the services of civilians in actual firefighting work is prohibited because of liability considerations. All such offers shall be courteously but firmly declined except for duties that will not take them into situations of danger such as maintaining fire barriers or keeping sightseers off the apparatus.

- 301.45 AID TO FIRE VICTIM. The size of the fire or emergency will not dictate whether or not the Red Cross assistance will be forthcoming. The fire officer-in-charge at the scene shall determine whether Red Cross or Governor's office assistance is needed, and shall initiate the request via the Fire Dispatcher.
- 301.46 SAFE HANDLING OF DEBRIS. At fires, no debris is to be thrown from a height unless essential in the extinguishment of fire. When necessary that material be thrown or glass be broken, it must be known that the falling material will do no serious damage or cause injury to anyone.
- 301.47 LEAVING EXTINGUISHMENT EQUIPMENT SERVICEABLE. On premises where fire has occurred, sprinkler systems, standpipes, fire escape ladders and other auxiliary firefighting equipment used shall, where possible, be left in a serviceable condition.
- 301.48 PROTECTION OF VALUABLES AT FIRES. Members shall make every effort to prevent loss or theft of money, jewelry or other valuables at the scene of an alarm. Full authority is granted by the laws to Fire Department officers-in-charge of fires to remove and exclude all persons who in their judgment are not essential to the fire extinguishment or preservation of the surrounding property. This authority shall be used to keep away all persons not having any business at the scene of fires. Before leaving the scene of a building fire, the last fire company shall see that the owner, his designee, or the police is notified to assume responsibility for the building and contents.
- 301.49 Any member finding money, jewelry or other valuables at the scene of an alarm will immediately report to his immediate superior will report to the officer-in-charge. The officer-in-charge shall retain the valuables unless the proper owner can be located and sign a receipt for the valuables, or receive the valuables in the presence of a Guam Fire Department witness. In either case, a report accompanied by any receipts secured will be submitted through channels promptly.
- 301.50 Any member receiving a complaint of theft or loss of valuables at the scene of an alarm will immediately report to his immediate superior who will report to the officer-in-charge. As quickly as possible, the officer-in-charge will institute an investigation. If he cannot immediately clear the complaint, he will report the complaint and his preliminary investigation to the District Commander in-charge. Subsequently, unless otherwise directed by the Deputy Chief and Assistance Chief, the District Commander will make his own investigation and report the results in writing to the Chief within 24 hours after the start of his investigation.
- 301.51 ACCOUNTING FOR EQUIPMENT. Company Commander shall, before leaving the fire scene, make inspection to determine that their equipment is complete. If it is not, and it is reasonable to do so, a search will be made before leaving the scene. Upon return to quarters, all Company Commanders who have excesses or shortages in equipment will so notify their District Commander and be guided by

301.58

Structural fires whose cause is determined to be electrical and auto fires determined to be malicious shall be immediately reported to the Fire Dispatcher. During the Investigator's normal office hours, Fire Dispatcher shall immediately notify the Fire Investigator. For non-office hours, notification of electrical and automobile fires will be made at 0800 hours every morning and information such as location of towed vehicles relayed to the Investigator.

Company Commanders are authorized to make requests for the Investigator, however, final responsibility for all such requests remains with the District Commander. Company Commanders shall therefore notify their District Commander of all requests for the Investigator.

For major fires and in situations where officers feel that investigation is immediately required, officers-in-charge shall request immediate response. Referral to the Fire Investigator does not relieve officers-in-charge of fires from conducting preliminary investigations to gather and preserve physical evidence, locate the point of origin, gather names, addresses, phone numbers and witnesses' statements.

Guam Revised Statutes, provides for entrance of private dwellings to conduct investigations of fires and provides for prosecution of anyone charged with tampering, removing or altering physical evidence. Police, owners and occupants shall therefore be instructed not to disturb the fire scene if the Fire Investigator's investigation will be delayed. Names of people so notified shall be recorded on the fire report. All fire reports shall be completed prior to going off-duty.

301.59

Losses, when occasioned by the following, are not chargeable against the fire loss estimate of the Territory of Guam, and no estimate of loss will be made by the officer-in-charge of the fire.

Explosions.

Vessels arriving in port with fire aboard.

Aircraft fires, when the result of crashes.

Fires on military installations or properties.

301.60

In making a loss estimate, the officer should consider the cost of replacement rather than the original cost of construction. He should bear in mind that it is about 10% more expensive to tear and rebuild than to build new, and that the value of an old building is generally less than the value of a new one of the same type. No set rule can be followed in estimating the loss to furnishing and clothing, but estimated acquisition cost, less depreciation, may be used as a guideline.

301.61

After 0800 each morning, the Fire Dispatcher shall obtain the current weather readings (temperature, humidity, wind direction and velocity) from the National Weather Service. This reading shall be used throughout the ensuing 24-hour period except that for large fires the current hour's reading shall be obtained and used.

301.62

REPORTING DISTINGUISHED SERVICE. The officer-in-charge at an shall report to the Chief the names of Department members and their duties.

- 301.63 LOW FIRE HYDRANT PRESSURE. Fire hydrants found to have lower than normally expected water pressure shall be reported by the equipment operator to the Company Commander. The Company Commander shall immediately report this condition by telephone to the District Commander who shall contact the Fire Dispatcher. This condition shall also be reported on the Fire Hydrant Report form.
- 301.64 FIRE HYDRANT VALVE CLOSING PROCEDURE. Whenever P.U.A.G. Emergency crew personnel are unavailable, fire companies may be called by Fire Dispatcher to assist in isolating broken fire hydrants, provided companies were issued tools and are trained to isolate hydrants:

The following guidelines are provided in isolating hydrants.

- 1) Locate valve as designated on back of hydrant.
- 2) In flooded conditions, probe for manhole or valve box with pinch bar.
- 3) If manhole or valve box is flooded, probe with valve wrench.
- 4) If valve box is filled with dirt, flush with water and clean box so wrench will fit.
- 5) Valves should be closed slowly.
- 6) If valve cannot close completely, work valve (open and close) until leak stops. If unsuccessful, leave for BWS to handle.
- 7) If valve is frozen, work repeatedly until operable.

SPECIAL FIRE SITUATIONS

302.00 CONTROL OF OPEN BURNING. The following kinds of open fires are not subject to Guam air pollution laws. Clearance for such fires are given by authority of the Fire Chief or his designee in accordance with the prevailing fire safety codes.

- 1) Fires for cooking of food.
- 2) Fires for recreational, decorative or ceremonial purposes.
- 3) Fires to abate a fire hazard,
- 4) Fires for prevention or control of disease or pests.
- 5) Fires for training of firefighting personnel.
- 6) Fires for disposal of dangerous materials.
- 7) Fires for residential abating purposes.

Except for closed incinerators approved by the Guam Health Department, private incineration is prohibited by Local Ordinance and health laws. Clearance by the Guam Health Department for and notification of all agricultural fires either by telephone or written notice must be on file with the Fire Dispatcher before these fires are permitted.

302.01 The Fire Dispatcher shall dispatch a fire company to investigate complaints or reports of open fires. All illegal open fires with or without a permit shall be promptly extinguished by the Fire Department. If necessary, a police officer shall be summoned through the Fire Dispatcher to cite violators. As appropriate, the fire officer-in-charge at an open burning violation shall cause the Fire Dispatcher to notify the Guam Health Department as soon as practical.

- 302.02 AIRCRAFT, CRASHED OR IN DISTRESS. In case of airplane crashes away from the airport area, Company Commanders and Chief Officers concerned shall request via the Fire Dispatcher the services of military crash apparatus when such apparatus can be utilized.
- 302.03 On being notified that an aircraft may be making a distressed landing or has crashed at the airport, two engine companies, a ladder company, and a rescue/ambulance units under the command of District Commander shall be immediately dispatched to the airport area or to the scene where they will make themselves available to the airport fire chief-in-command of the crash firefighting units. These apparatus will be backed up by an engine company and ladder company that will cover-in at the nearest to the airport. Guam Fire Department units will be used in evacuating people, administering first aid, providing water to the foam firefighting units and combatting structural fires.
- 302.04 COCOS ISLAND FIREFIGHTING PLAN. For all fires on Cocos Island that require dispatch of firefighting equipment, Engine 8 shall be the first-in company with Engines 6 and 9, respectively, as supporting companies. Companies shall respond to the Cocos Island Pier in Merizo. Engine 8 shall transport the following: Handy-billy; Pump and Suction Hose; Complete 1½" Hose Bundle; and Breathing Apparatus. Additional companies shall transport equipment as instructed by Engine 8. Each company shall be resourceful in finding available transportation to the island. Fire Dispatcher shall arrange for the help of Cocos Island personnel (phone numbers: in transportation, extra gasoline and salvage equipment.

302.05 CIVIL DISORDERS AND RIOTS. Civil disorders, especially when marked by the use of weapons and incendiary devices, require special fire-fighting procedures. Fire units engaged in such operations shall confine their actions to fire control or rescue without any retaliatory measures against the abusive elements. Hose streams and equipment should not be directed against participants of the disorder except as self-defense measures by fire personnel. Normal fire-fighting procedures should be practiced until a civil disorder as described above is known to be in progress at which time the following procedures shall go into effect. Civil disorder operations shall then continue until terminated by the chief officer-in-charge.

302.06 FIREFIGHTING OPERATIONS.

- 1) Firefighting shall be accomplished through task force units which shall consist of two engine companies and a ladder or rescue company. The chief officer-in-charge of the operation shall make the company assignments to task forces.
- 2) Police or National Guard protection should be arranged for each task force unit if possible.
- 3) Fires should be controlled remotely by use of heavy streams. Hand lines shall be used discriminately as safety of fire personnel permits.
- 4) In critical conditions, it may be necessary to sacrifice buildings or blocks in setting fire defense lines. However, buildings of vital importance to the welfare of the Territory must never be sacrificed such as hospitals, power plants, utility installations, etc.
- 5) Through the mutual aid pact, armed forces firefighting units may be utilized.
- 6) Helicopter surveillance should be arranged if possible.
- 7) First aid to the injured shall be rendered by fire personnel not required in the firefighting operation.
- 8) In prolonged firefighting operations, personnel shall be rotated every five hours, fed and rested at staging area or as arranged by the chief officer-in-charge.

302.07 CONTROL AND SUPPORT OPERATIONS

- 1) By decision of the Fire Chief, recall of the off-duty platoons shall be effected per departmental regulations.
- 2) If necessitated by the duration and extent of the civil disorder operation, establishment staging area shall be authorized by the chief officer-in-charge. Staging area should be reasonably close to the operation but in safe areas which provide adequate space and facilities.

- 3) Police or National Guard protection shall be requested for the staging area for vacated fire stations and for the Fire Dispatcher.
- 4) Staging Area shall be the gathering points of off-duty personnel being recalled, relief apparatus and storeroom supplies.
- 5) Wherever possible, Staging Area should be joint operations with other public safety agencies such as police, health, Civil Defense, etc.

302.09 PEACETIME RADIOACTIVE ACCIDENT OR INCIDENT PROCEDURES. Upon arrival at the scene of a radiological accident, the first consideration to be given by the responding fire units is the saving of lives, evacuation of the injured, clearing the area of non-essential persons, and the fighting of fires as the situation dictates with prevention of conflagration as the objective.

302.10 All personnel entering a radiation area shall wear turnouts and breathing apparatus with openings in clothing taped closed.

302.11 In addition to the actions listed in Paragraph 355.01, operational actions shall include the following:

- A. Assume initial control of operations at the scene until relieved by authorized representatives of the Civil Defense, Department of Public Health and Social Services or federal or military agency.
- B. Notify via Fire Dispatcher, the Civil Defense, Department of Public Health and Social Services, the owner of the radioactive material, appropriate military services, and any other organizations affected by the radioactive incident.
- C. Maintain a control station at the scene to minimize the spread of contamination, to assure protective precautions for operating personnel, and to provide security against pilferage and handling of debris.
- D. Perform radiological monitoring of the affected areas.
- E. Consult with Fire Dispatcher or other qualified information sources for guidance in identifying and handling the various radioactive materials.

302.12 Generally the best extinguishment agent to use on nuclear fires is water. The emphasis is to cool the temperature of materials rather than to smother fires. Water should be applied so as to minimize the scattering of contaminated material. If the nature of radioactivity is not determined or if there is danger of explosion, firefighting should be from a distance and directing a straight stream above the fire, allowing the water to shower down. If safe distances as determined by measurement of radioactivity permit closer operations, fog or fine spray is the most effective use of water.

302.13 Care should always be taken to prevent or minimize the spread of contamination. Avoid moving containers, equipment, and vehicles if possible. Protective clothing should be carefully removed before leaving the contaminated area and arrangements should be made to decontaminate personnel and the apparatus as soon as possible.

302.14 Government of Guam Landfill Fires. Upon notification of a fire at a landfill, Fire Dispatcher shall dispatch the appropriate company and District Commander. If necessary, additional companies and equipment shall be called for by the District Commander. Upon extinguishment, one company shall remain at the scene to assist and protect the bulldozer operator and his equipment. Landfill officials will determine when the fire company's assistance is no longer needed.

SPECIAL EMERGENCY SITUATIONS

303.00 BOMB THREAT. On receiving notice of a bomb threat, Fire Dispatcher shall:

1. Notify the Police
2. Notify the appropriate District Commander.

NOTE: If notice of the bomb threat comes from the Police, whether or not help is requested, notify the District Commander who shall respond if practical, and carry out his instructions. -

303.01 Should Fire Department units be dispatched to a bomb threat, officers shall contact the person-in-charge at the scene for information about the threat and the building layout. They shall cooperate with the Police and/or military in establishing a command post and in assisting with evacuation and search action. Radio transmissions are prohibited while in the vicinity of the bomb threat scene. Telephone or other means of communication shall be employed.

303.02 CARE OF INJURED BY HEALTH, POLICE AND FIRE DEPARTMENTS. This guideline is for the purpose of clarifying responsibilities of the personnel from Health, Police and Fire Departments, when caring for the injured and sick patients at the scene. It is assumed that all personnel involved, when at the scene, should render first aid when indicated and protect the victims from further external conditions. This Standard Operating Procedures (SOP) provides guidelines for the coordinated care of any and all victims by the personnel of the above-named departments. It will outline the priority responsibility of each department.

303.04 PRIORITIES.

1. The ambulance attendant in-charge shall be responsible for the medical care of the patient upon arrival of the ambulance at the scene.

2. The fire officer will assume the responsibility for the determination that external conditions at the scene will or will not be dangerous to the patient or to the rescue personnel. When conditions are deemed dangerous, immediate notification to all personnel should be done and appropriate rescue procedures should be instituted.

3. The Police officer at the scene shall be in-charge of security, traffic and crowd control at the scene.

4. Whoever arrives at the scene first should immediately determine the number injured and, if time permits, the extent of injuries and relay this information to their dispatch office who shall notify the Duty Fire Dispatcher.

303.05 POLICE.

1. Determines the number injured and informs Police Central Dispatcher who, in turn, will notify Duty Fire Dispatcher. All requests for an ambulance will be treated as an emergency. The Duty Fire Dispatcher will determine the number of ambulance to be dispatched to the scene.

2. Proceed with first aid care.

3. Relinquishes this responsibility when Fire Department personnel or Ambulance arrive at the scene.

4. Provides security, crowd and traffic control until patients are removed from the scene.

303.06 FIRE.

1. Will respond to all fire and non-fire calls when they are called (by public or by Fire Dispatcher). Fire Dispatcher will notify Appropriate Medic Squad if it is a medical call.

2. Will provide first aid and/or CPR upon arrival at the scene if needed, if they are first on the scene.

3. Will determine the number injured and inform Fire Dispatcher. Will also relay information to assist the Local Health Department in determining whether help should be sought from the Military Aid to Safety and Transportation (MAST) for helicopter transportation of victims.

4. Will determine whether external conditions at the scene are dangerous or potentially dangerous to the patient or to the rescue personnel.

a. If dangerous life-threatening conditions exist:

- 1) No ambulance at scene. Remove patient to safety as quickly as possible, but always with the patient's welfare and condition in mind, under the direction of the Police officer in-charge.
- 2) Ambulance on the scene. The ambulance crew shall inquire as to the dangerous external conditions and will assist the fire personnel in moving the patient to safety. The Police officer is in-charge as long as dangerous external conditions exist.

b. If no dangerous life-threatening conditions exist:

- 1) Assist the ambulance crew in the medical examination of the patient(s). The ambulance crew will determine the patient's needs and will determine the order of extrication of patients.
- 2) Assist ambulance crew with movement of patients.

5. Will assist in the extrication of patients.

6. Will assist in security and crowd control at the scene if police personnel are not at scene.

7. Fire personnel who make close contact, either by mouth-to-mouth resuscitation or other handling, with victims suspected of having contagious disease shall make a report to the appropriate District Commander who shall immediately make arrangements with the Local Health Department for a medical examination and necessary treatment.

303.07 AMBULANCE ATTENDANTS.

1. Will immediately contact officer-in-charge (Police or Fire) to receive information already determined as to number injured, extent of injuries if evaluated and if needed, how accident occurred; also, whether dangerous external conditions exist.

2. Will assume the responsibility of the medical care of the patient or patients.

3. Will determine the victim's priority of needs and order of extrication.

4. With Police officer, coordinates extrication of patient and removal to the ambulance.

5. Will ask for assistance from Police or Fire Department personnel when necessary.

6. Will radio Duty Fire Dispatcher of the number injured and the extent of injuries. May ask other personnel to perform this function if they are unable to do this promptly.

NOTE: Both Police Department and Fire Department personnel should inform their dispatchers immediately upon their arrival at the scene when their investigations reveal the need of emergency medical care for the patients.

Police dispatcher should notify Duty Fire Dispatcher if they are sending units to a non-fire or non-police call which may be medical in nature. Both Fire and Police units should respond to such calls when such calls come directly to their Dispatcher office who, in turn, should inform Duty Fire Dispatcher that unit are responding to a possible medical care call.

Patients should be evaluated and determined ready to be moved by ambulance attendants before any movement of patients is done. Haste in movement may aggravate a serious injury; i.e. spinal injury, acute cardiac care, etc.

303.08 FIRE AND AMBULANCE MEDICAL CO-RESPONSE.

1. A fire company is on call 24 hours a day for fires, but must also be on call to respond for medical emergencies.

A fire company shall be dispatched on all medical call where fire response time is less than the ambulance--unless the case is absolutely known to be minor.

Medical emergencies which definitely warrant 3 to 5 minutes response time include the following:

- a. Respiratory problems (patient in need of oxygen, obstructions etc.)
- b. Complaints of chest pain--heart attack
- c. Near-drowning and drowning accidents
- d. Diving accidents (skin or scuba)
- e. Automobile or traffic accidents with entrapment or injury
- f. Electrocutions
- g. Severe trauma--open chest, abdominal, head injuries, severe bleeding or shock
- h. Drug overdose
- i. Emergency childbirth
- j. Unconsciousness

2. Once dispatched on a medical call, the fire company cannot cancel the dispatched ambulance unless the emergency situation and/or patient cannot be located. (First Responder training does not qualify fire company personnel to make a decision as to whether or not the patient requires medical treatment).

3. One member of the fire company may accompany the ambulance crew to lend assistance during transportation of critical cases to a medical facility.

4. All fire company personnel shall be generally familiar with:

- a. The equipment in the ambulance;
- b. General assistance to medical procedures, such as holding the I.V. solution bag; and
- c. How to load the patient, etc.

5. The fire company shall remain at the scene until mutual agreement has been reached between ambulance personnel at the scene and the ranking fire company officer that no further assistance will be required of the fire company, or, if the fire company is required elsewhere.

303.09 LIFEGUARDS.

1. Drowning Cases.

- a. If possible, notify Duty Fire Dispatcher of possible drowning case who, in turn shall notify Police Central Dispatch.
- b. Institute resuscitation procedures on patient as quickly as possible. Coordinate all efforts with rescue squad, Police and ambulance.
- c. Assist in transporting patient to ambulance.

2. Incidental Traumatic Cases.

a. Provide First Aid.

- b. Call Duty Fire Dispatcher if it is determined that further medical care is required and transportation by ambulance is needed. Otherwise, advise patient to find own transportation to doctor or to hospital.

303.10 CIVIL DEFENSE SIRENS, ACCIDENTAL SOUNDING OF. Civil Defense sirens are normally tested at 0900 on the first working day of each month. Except for these tests, whenever the sounding of any such sirens located on non-military properties is reported to the Fire Dispatcher, the following actions shall be taken.

1. FIRE DISPATCHER. The Fire Dispatcher shall first check with the Police to inform them and make sure that the sounding is accidental before dispatching the nearest fire company to deactivate the siren. The Alarm electrician and the appropriate District Commander shall be notified. When deactivation is completed, the Police shall again be notified.

303.11 2. FIRE COMPANY. When dispatched, companies shall respond as non-emergency vehicles to deactivate the siren. All sirens can be deactivated by locating the panel box and turning off the main switch by pulling down the handle. They shall report by radio when the task is completed. Should the fire company be the first to hear the siren, the Company Commander shall immediately notify the Alarm Bureau and be guided by their instructions. This type of incident shall be recorded as a Miscellaneous Service.

303.12 COAST GUARD RESCUE. Rescue operations between the Coast Guard Rescue Coordination Center (RCC) and this Department shall be guided as follows:

303.13 1. Chief officers-in-charge of rescue operations may request the assistance of a Coast helicopter or vessel via Alarm Bureau, if deemed necessary.

303.14 2. Whenever a Coast Guard helicopter or boat is first at the scene of a rescue operation to which the Fire Department is also responding, the Commanding Officer of that helicopter or boat shall be in-charge of the operation and shall coordinate the operation. The Commanding Officer may, if he deems advisable, relinquish this function to the Fire Commanding Officer.

303.15 BOATING ACCIDENTS, REPORTING OF. The Territorial Boating Safety Act of 1971 requires reporting of boating accidents resulting in:

1. Death.
2. Injury requiring treating beyond first aid.
3. Damage to a vessel involving \$200 or more in repair costs.
4. Disappearance of a person from a vessel.

The Fire Dispatcher shall immediately inform the Chief, EMS/Rescue upon receiving any report involving one or more of the above circumstances.

Between the hours of 0800 and 1700, Monday through Friday.

- 303.16 WASHDOWN OF SPILLED PETROLEUM PRODUCTS. When the washdown of gasoline can be delayed at the scene of accidents until after vital police investigation work has been completed, Company Commanders are instructed to do so. However, when the washdown process cannot be delayed without increasing the hazard to life or property, Company Commanders are instructed to proceed with the washdown. Cooperated at all times with police in expediting the flow of traffic.
- 303.17 Basically, the practice of hosing petroleum products spilled on the streets and highways during motor vehicle accidents into storm drains is a violation of the Federal Water Pollution Control Act of 1972.
- 303.18 Every effort, short of endangering life and property, must be made by the Company Commanders to eliminate the willful dumping of petroleum materials into storm drains.
- 303.19 Petroleum product spills shall be handled by fire companys as follows:
1. Small amounts of gasoline (up to 25 gallons in a passenger car), may be washed into storm drains with water as a last resort, if no other means of removal is readily available at the scene. Care should be taken to avoid sparks which could cause an explosion.
 2. Heavier oils such as diesel oil, crank case oil, etc., MUST be gathered up with an absorbent and placed in a metal container.
 3. For larger amounts of oil, a barricade or dam shall be made and an absorbent such as saw dust, sand or soil shall be ordered from the Local Public Works Department who shall be asked to help remove the contents to a safe area.
- 303.20 HAZARDOUS MATERIALS. A copy of the Hazardous Materials Emergency Guide should be carried on all first line firefighting apparatus. Chief Officers shall conduct their firefighting operations according to the action recommended in this guide for all hazardous material fires, leaks and spills.
- 303.21 On dispatching, Fire Dispatcher shall relay all the information it has to the responding units on hazardous materials alarms for fires, spills and leaks. The Company Commander shall immediately refer to the contents of the Hazardous Materials Emergency Action Guide when the product is identified and stand ready to furnish all information requested by the District Commander or the first arriving Company Commander.
- 303.22 LOCALIZED DISASTERS, In the event of a localized disaster situation such as floods, high winds, high surfs, landslides, plane crashes, collapsed building, major fires or other such disasters the following procedures shall be adhered to:

FIRE DISPATCH OFFICE,

2. Whenever extreme weather warnings are received from the Weather Service or other warning points, Fire Dispatcher shall broadcast the information over the Fire Department radio net. They shall also notify the Fire Chief, the Fire Deputy Chief, the Assistant Chief of Operations, Assistant Chief of Prevention.

3. Should the Emergency Operations Center (EOC) at Civil Defense be subsequently activated by the Civil Defense Agency, the Fire Dispatcher shall notify the Chief Officers listed #1 above, all on-duty suppressor District Commanders,

4. Fire units shall be dispatched to assist in warning and evacuating the public using department vehicles. At the height of extreme weather, action such as pumping flooded areas has little value. Fire units may be relocated within the general disaster area in readiness for emergency actions.

5. Fire Dispatcher shall engage in close liaison with the EOC, exchange pertinent information and cooperate fully with all EOC functions until the disaster is declared over and normal operations resume.

303.23 CHIEF OFFICERS.

1. The Fire Deputy Chief shall assume the overall responsibility for the performance of all Fire Department personnel and equipment during the localized disaster.

2. District Commander so designated shall proceed to the EMERGENCY OPERATIONS CENTER to represent the Fire Department in their joint operations, Agencies represented there are: Civil Defense Agency, Police, Fire, Public Works, OIC, Parks Department, Red Cross and State Highway.

3. The Assistant Chief of Operations shall proceed to Tamuning Fire Station to direct operations.

4. The District Commander(s) of the affected area(s) shall use his vehicle in establishing a FIELD COMMAND POST in commanding operations in the field until relieved.

5. When dispatched by the Fire Dispatcher, the District Commander of the adjacent platoon shall proceed to the FIELD COMMAND POST to relieve or assist the district Platoon Commander.

6. The District Commander at the FIELD COMMAND POST shall coordinate the functions of the various agencies including accepted volunteers and the operator of Civil Defense van at the scene of the disaster.

303.24 COMPANY COMMANDERS.

1. In the event of floods, windstorms or other disasters which may jeopardize quarters, officers shall protect or remove to safety all apparatus, equipment and personnel.

2. When dispatched to incidents by Fire Dispatcher, Company Commander shall (1) be resourceful in meeting the needs at the scene, (2) keep Fire

Dispatcher informed by radio of all company actions, and (3) if ordered, establish their units as the Field Command Posts until relieve by a chief officer.

For further information refer to the Territorial Emergency Plan. (TEP)

303.25

303.26 DEPLOYMENT OF KEY PERSONNEL.

1. All on-duty District Commanders shall retain command of operations in their own platoon area. The Assistant Chief of Operations shall proceed to the expected disaster area and command overall field operations.

2. The Alarm Bureau District Commander shall report to the Alarm Bureau and supervise communications and collaborate with the EOC.

3. The Fire Deputy Chief shall proceed to the HMB EOC to represent the Fire Department and to command departmental operations.

4. The Assistant Chief of Administration shall report by phone to Fire Chief for assignment.

5. Off-duty Chief Officers may be re-called when necessary by the Fire Chief or Fire Deputy Chief.

303.27 EVACUATION OF FIRE DEPARTMENT BUILDINGS. In the event that evacuation of Fire Department buildings is ordered due to bomb threats, fire alarms, earthquakes or other warnings, all personnel shall seek safety and the following suggested actions shall be taken.

303.28 Company Commanders shall pre-plan evacuation of fire stations with written instructions for evacuation kept available in their desks. Evacuation instructions shall show the responsibilities of station personnel receiving the warning, search action by station personnel in cases of bomb threats, the method of alerting personnel, the route(s) of exit, assembly points of safety and precautionary measures to be taken for protection of the apparatus and equipment. These instructions shall be reviewed periodically as part of regular company training.

303.29 During the emergency, the performance and movement of the Company and personnel shall be reported to Fire Dispatcher promptly.

303.30 Maintenance and Supply supervisors shall exercise responsibility corresponding to that of the Company Commander with regard to building evacuation.

303.31 Fire Dispatcher shall not be evacuated except when it is determined by the Fire Chief that personnel remaining at their posts are in immediate danger of their lives.

- 303.32 Personnel at Fire Headquarters (Agana) shall evacuate the building in accordance with the published instruction for evacuation. The exercise area of the roof should be considered as an alternate escape for quick exit should the stairways not be immediately usable.
- 303.33 M.A.S.T. AIR EVACUATION OF INJURED VICTIMS. The Fire Department is grateful for and acknowledges the professionalism of Military Aid to Safety and Transportation (M.A.S.T.) operations by military helicopter services are not intended to replace or to compete with the Local ambulance services, but so supplement it for the benefit of the people of Guam.

On arrival at an incident and before requesting M.A.S.T., fire officers should follow these guidelines:

- 1) Communicate the type and details of the emergency incident to Fire Dispatcher Office which in-turn communicates this information and request for service to the appropriate Medic squads.
 - 2) If the ambulance cannot be dispatched immediately, M.A.S.T. should be activated and the patient transported immediately in the following situations:
 - a) Severe trauma - chest injuries, abdominal injuries, head injuries, multiple fractures or severe bleeding.
 - b) Unconscious person due to drug overdose or for whatever reason.
 - c) Respiratory difficulty or near-drowning.
(NOT CARDIOPULMONARY ARREST)
 - 3) DO NOT transport by M.A.S.T. - maintain the patient with basic emergency care and await the arrival of the ambulance in the following situations:
 - a) Chest pain.
 - b) Cardiopulmonary arrest.
 - c) Mentally unstable patients.
 - d) Bends.
 - 4) Communicate through the Fire Dispatcher to the Local Health Department for advice in all other situations including the following:
 - a) Scuba diving accidents.
 - b) Emergency childbirth.
 - 5) The fire company should remain and assist at the scene until the victims have been transported.
- 303.34 The fire officer at the scene should provide as much as of the following information as is obtainable:
- 1) Rescue situation.
 - 2) Number of patients to be rescued.
 - 3) Terrain and environmental conditions.
 - 4) Suggested landing site.

- 5) If determined, type of rescue equipment required (penetrating rescue baskets, etc.).
 - 6) Mode of communication between Military helicopter and rescue team.
 - 7) Command Post, if any.
 - 8) Special conditions such as brush fire, shark-bite victim, etc.
- 303.35 The Military helicopter medical team will do triage of patient(s). They shall determine if air-evacuation shall be used, and if so, whether to the hospital or to the command post.
- 303.36 In the event that a Military helicopter is not available, others may be summoned for evacuation.
- 303.37 Fire companies, whether at the loading or unloading site, are expected to be in readiness to provide:
- 1) Foam firefighting protection.
 - 2) Assistance in the loading and unloading of the victim onto/from the aircraft, but only upon the requesting of the helicopter crew chief or medic.
- 303.38 PERSONNEL APPROACHING THE HELICOPTER SHALL DO SO FROM THE FRONT OR THE SIDE SO THAT THE PILOT WILL HAVE YOU IN SIGHT.
- 303.39 LANDING SITE - FIRE COMPANY PROCEDURE. The company responding to drop site shall immediately proceed to connect a supply line to the nearest hydrant; lay out the necessary length of 1½-inch hose lines; hookup the required equipment to provide adequate foam firefighting capabilities.

In case there is a need for fire personnel to assist in the unloading of victims from the helicopter, be guided by the directions of the helicopter crew chief or medic. In any event, only those men that can be spared without jeopardizing the foam firefighting operations may assist in the evacuation of the victims from the aircraft.

ARTICLE IV - COMMUNICATION EQUIPMENT AND PROCEDURES

TELEPHONES

- 400.00 PHONES PROVIDED AND PURPOSES. When installed as part of the 22222/911 system, the Fire Emergency phone between the Fire Dispatcher and each of the fire stations rings automatically when the 22222/911 is dialed. It is to be used only for alarm communications.
- 400.01 The fire phone, 22222/911 system, will be used only for departmental business.
- 400.02 Direct Line between the Fire Dispatcher and G.M.H. and G.I.A.T. rings automatically at the Fire Dispatcher when the receiver is taken off the instrument. It is to be use only for alarm communications.
- 400.03 PHONE USAGE. Calls on Department phones shall be answered promptly, and if possible, by the member in-charge of the unit.

Conversation on the business fire phone shall be kept as brief as possible.

When answering calls, give the name of the station, rank, and surname in the order listed. The member calling shall identify himself in like manner.

All toll calls shall be limited to absolute necessity and may be placed after approval by the Chief or Deputy Chief. In an extreme emergency, the appropriate Chief Officer may grant permission for toll calls. Chief's office shall be immediately notified of all toll calls.

- 400.04 PHONE ALTERATIONS. No alteration or extension shall be made to the Department phones unless permission is granted, through channels, by the Chief's Office.
- 400.05 PHONE TESTS. All direct line phones will be tested each Monday at about 0800 by the Duty Fire Dispatcher. The test will be acknowledged, and if not operable; the Fire Dispatcher shall report matter to G.T.A. and enter on Dispatcher Log.
- 400.06 REPORTING OF PHONE TROUBLE. Any trouble with station fire phones shall be reported immediately to the Fire Dispatcher by the appropriate fire officer or supervisor. The report shall include the phone number and description of what is wrong with the telephones.
- 400.07 For all fire phones, the Fire Dispatcher shall report troubles directly to the Guam Telephone Authority on their trouble number at all times and record such problem in Dispatcher's Log.

- 401.08 IDENTIFICATIONS. All radio users shall begin their transmissions by identifying themselves and naming the intended recipient of the message. EXAMPLE: "Engine One, Station #4" or "Engine Two, Chief."
- 401.09 Fire Dispatcher Office shall be identified by its assigned call letters; namely, Station #1. During the period commencing at 0630 and ending at 2100, the Fire Dispatcher shall transmit these call signs on the hour and on the half hour. During the period commencing at 2100 and ending at 0630, the Fire Dispatcher shall transmit the call sign(s) and the station(s) being used at the end of each communication or exchange of communications. When call letters are given while simulcasting, the call signs of each station used in the simulcast transmission must be given.
- 401.10 FIRE STATIONS shall be identified by its station number followed by its assigned call letters and shall transmit its identification at the beginning and end of communications.
- 401.11 APPARATUS MOBILE UNITS shall be identified by the type of unit followed by its number. EXAMPLES; Engine 1; Ladder 4; Snorkel 9. Relief apparatus shall be identified by their assigned relief numbers when not used as regular apparatus. EXAMPLE: Engine 1, (A), Medic 1 (A).
- 401.12 ALARM ASSIGNMENT.
- 1st Alarm : A normal dispatch of the required companies assigned to the nature of the incident within respective designated area.
- 2nd Alarm : A duplication of the companies assigned to the first alarm.
- 3rd Alarm : A triplication of the companies assigned to the first alarm.
- NOTE : A Task Force consists of two engine companies and one ladder company.
- Special Call : A request for a specific apparatus or type of apparatus.
- 401.13 FIRE DISPATCH OFFICE.
Dispatch format for fire calls shall be:
1. Select the proper radio channel(s) for the dispatch.
 2. Open station speaker of the companies to be dispatched.
 3. Announce the location once including landmarks and/or area (district), the nature of fire, and the fire units dispatched including the District Commander.
 4. Repeat location, nature of fire, units dispatched and give time out.
 5. Cross street shall be given at end of dispatch (main thoroughfare shall be given when cross street is not well-known).
 6. Several calls received" at end of dispatch.
 7. Announce call letters and close speakers after receiving acknowledgment by dispatched companies.

ARTICLE V - INDIVIDUALS --REQUIREMENTS AND INSTRUCTIONS

JOB REQUIREMENTS

- 500.00 DRIVER LICENSES AND CERTIFICATES. All uniformed member shall be required to possess driver's license type specified by their class specification. They shall also be required to annually complete driver training the be Gov't-certified. Completion of annual medical examination is also required; possession of a valid Medical Examiner's Certificate is required of all apparatus drivers.
- 500.01 Aerial ladder, truck and medic operators shall be required to possess valid driver's licenses or better. They shall also be required to be Gov't-certified for Type 6 operator's certificate.
- 500.02 All members undergoing training for upgrading of driver's licenses shall obtain a driver instruction permit (temporary license) from the Police Department prior to undergoing training.
- 500.03 FINANCIAL RESPONSIBILITY INSURANCE CERTIFICATE. An employee who is ordered by the court, as a result of a conviction following an accident while driving a vehicle procured by the Gov't of Guam shall first report this fact to his supervisor who will then immediately inform the Fire Chief, through channels, by telephone, followed with a report, The decision to request the financial responsibility statement will be made by the Fire Chief with the advice of the Safety Branch, Department of Civil Service. This decision will be based on an evaluation of the employee's record and whether his continued driving is likely to jeopardize the health and safety of his fellow employees and the public.
- 500.04 11-4-10 An employee, as a result of a conviction following an accident while driving a non-Gov't vehicle, shall first report this fact to his supervisor who will then immediately inform the Fire Chief, through channels, by phone, followed with a report,
- 500.05 Under no circumstances shall an employee whose license has been suspended be permitted to operate a Gov't-owned vehicle until he has been properly cleared.
- 500.06 Action taken following suspension of the driver's license of a GovGuam employee may be either punitive or nonpunitive.

In the case of nonpunitive action, the procedures outlined by Civil Service Commission Rules and Regulation on Retention and Placement shall be followed. Every effort will be made by the Department to continue the employee's productive employment in a non-driving position up to a level comparable to his driver's position. If such employment is not available within the Department, the Department of Civil Service may be requested to look for a suitable position for the employee in another department.

In cases where punitive action is contemplated by the Fire Chief, procedures established by Civil Service Rules and Regulations will be followed. Recommendations stemming from the Vehicle Accident Investigation Committee will be considered in these deliberations; however, VAIC recommendations are not intended to limit the Fire Chief in his actions.

- 500.07 PHYSICAL EXAMINATIONS. All uniformed members are required to successfully pass an annual physical examination. The Administrative Services shall prepare the annual schedules and forward same to all fire stations and bureaus. The respective company officers and bureau heads shall be responsible to notify employees under their command of their scheduled dates.
- 500.08 All uniformed members (newly hired and promoted) shall successfully pass a physical examination before permanent status is granted. The Administrative Services shall schedule and notify the employee of the date for the physical examination no later than one month prior to the ending of the probationary period.
- 500.09 If for reasons beyond his/her control any member is unable to take his scheduled annual physical examination, it shall be his/her responsibility to notify the Administrative Services who shall re-schedule the examination. Failure to take and pass the annual physical examination shall be grounds for disciplinary action such as leave without pay, suspension, or dismissal.
- 500.10 P.U.C. CLEARANCE FOR "GROUND" VEHICLE OPERATIONS. Upon notification by GovGuam Physician of a medical condition disqualifying him/her from operating Gov't vehicles, the employee shall immediately make arrangements to have the condition corrected by his/her own physician. Meanwhile, the employee shall be placed on sick leave or some other appropriate leave until he submits his/her physician's assessment of the condition.
- 500.11 Employees "grounded" by temporary conditions shall be assigned work they are qualified to do. If the assignment is accepted, they shall retain their normal pay rate even though the position may be a lower one. If the assignment is refused, the employee shall be placed on leave without pay. If other work is not available, the employee shall remain on leave.
- 500.12 Correction of the medical condition should be certified in writing by the employee's physician. The employee shall immediately arrange, with Department help if necessary, for a re-check examination. If Cleared for vehicle operation, the employee shall receive immediately a written certification or the Department shall be phoned to give the clearance so that the employee may be expeditiously returned to his/her regular duties.
- 500.13 Employees whose medical conditions are determined to be permanent shall be processed under the Gov't Retention and Placement of Disabled Employees Program. They shall be placed in other assignments for which they are qualified in the same manner as in Paragraph 505.02 above with the same consequence should the assignment be refused. An employee who accepts other work shall be given preference for any vacancy for which he/she is qualified up to a level comparable to his/her former position. If no other work or alternatives are available, he/she shall be retired or separated from service in accordance with Civil Service rules.

In cases where punitive action is contemplated by the Fire Chief, procedures established by Civil Service Rules and Regulations will be followed. Recommendations stemming from the Vehicle Accident Investigation Committee will be considered in these deliberations; however, VAIC recommendations are not intended to limit the Fire Chief in his actions.

- 500.14 PHYSICAL EXAMINATIONS. All uniformed members are required to successfully pass an annual physical examination. The Administrative Services shall prepare the annual schedules and forward same to all fire stations and bureaus. The respective company officers and bureau heads shall be responsible to notify employees under their command of their scheduled dates.
- 500.15 All uniformed members (newly hired and promoted) shall successfully pass a physical examination before permanent status is granted. The Administrative Services shall schedule and notify the employee of the date for the physical examination no later than one month prior to the ending of the probationary period.
- 500.16 If for reasons beyond his/her control any member is unable to take his scheduled annual physical examination, it shall be his/her responsibility to notify the Administrative Services who shall re-schedule the examination. Failure to take and pass the annual physical examination shall be grounds for disciplinary action such as leave without pay, suspension, or dismissal.
- 500.17 P.U.C. CLEARANCE FOR "GROUND" VEHICLE OPERATIONS. Upon notification by GovGuam Physician of a medical condition disqualifying hi/her from operating Gov't vehicles, the employee shall immediately make arrangements to have the condition corrected by his/her own physician. Meanwhile, the employee shall be placed on sick leave or some other appropriate leave until he submits his/her physician's assessment of the condition.
- 500.18 Employees "grounded" by temporary conditions shall be assigned work they are qualified to do. If the assignment is accepted, they shall retain their normal pay rate even though the position may be a lower one. If the assignment is refused, the employee shall be placed on leave without pay. If other work is not available, the employee shall remain on leave.
- 500.19 Correction of the medical condition should be certified in writing by the employee's physician. The employee shall immediately arrange, with Department help if necessary, for a re-check examination. If cleared for vehicle operation, the employee shall receive immediately a written certification or the Department shall be phoned to give the clearance so that the employee may be expeditiously returned to his/her regular duties.
- 500.20 Employees whose medical conditions are determined to be permanent shall be processed under the Gov't Retention and Placement of Disabled Employees Program. They shall be placed in other assignments for which they are qualified in the same manner as in Paragraph 505.02 above with the same consequence should the assignment be refused. An employee who accepts other work shall be given preference for any vacancy for which he/she is qualified up to a level comparable to his/her former position. If no other work or alternatives are available, he/she shall be retired to separated from service in accordance with Civil Service rules.

500.21

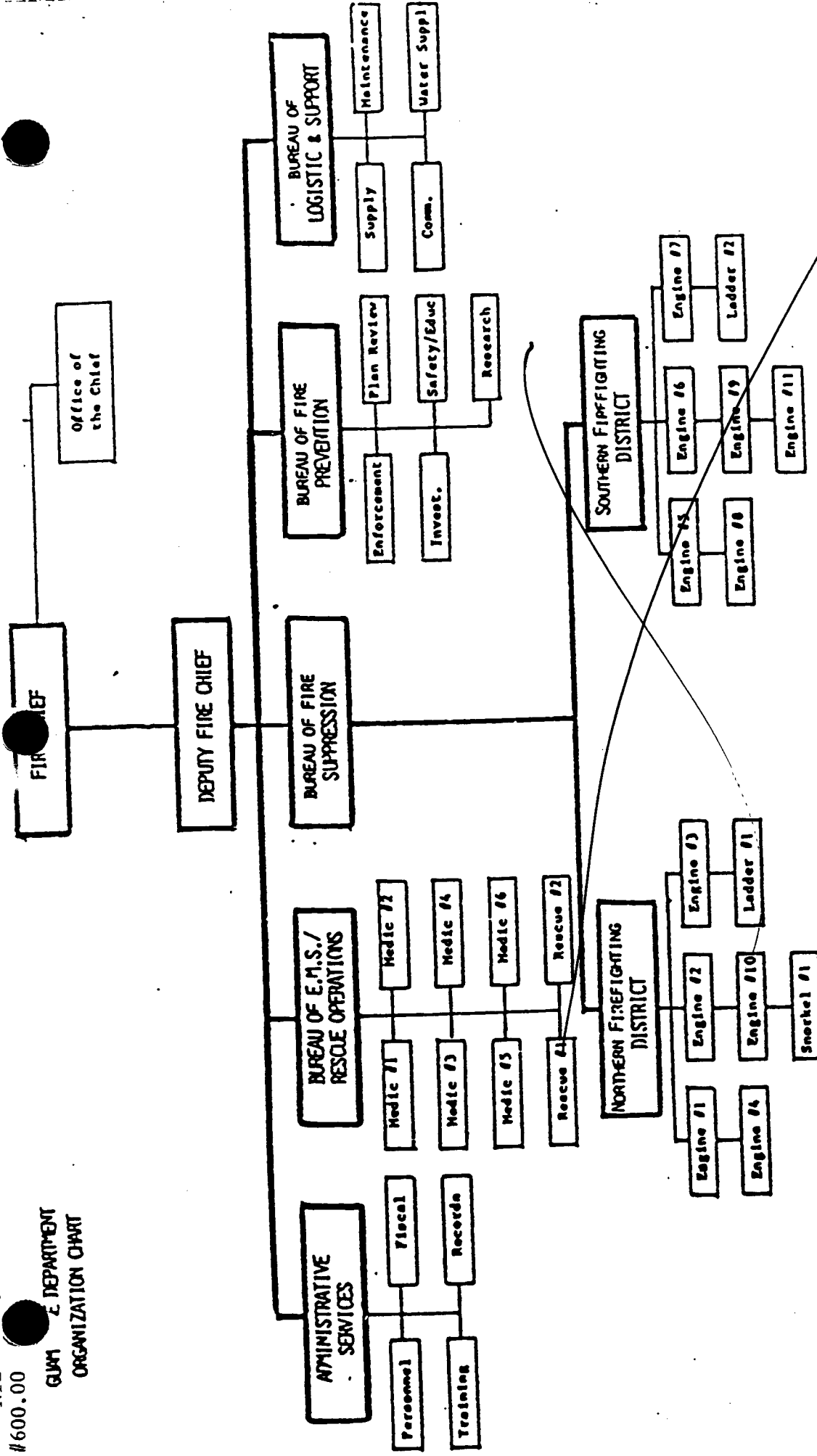
INTERFERENCE AT CIVIL SERVICE TESTS. Personnel who are not participants or applicants for examinations or are not detailed to assist in the testing of fire examinations are prohibited from being present at the test location.

PERSONAL APPEARANCE AND UNIFORMS

501.00

PERSONAL APPEARANCE. When on duty, members shall adhere to G.O. #85-03.

GUAM FIRE DEPARTMENT
ORGANIZATION CHART



APPROVED BY: *Francisco S.N. Tmjeron*
 FRANCISCO S.N. TMJERON, Acting
 Chief, Guam Fire Department

CONCURRED BY: _____
 RICARDO J. BORDALLO
 Governor of Guam

FUNCTIONAL STATEMENT

1.00 I. FIRE CHIEF

The Fire Chief is appointed by, responsible and accountable to the Governor; responsible for administration and operation of the entire Department, including program planning, organizing, staffing, delegation of duties and authority, coordination of programs and activities, reporting to the Governor and the Legislature on performance and use of resources, developing an adequate budget system, and establishing policies related to all aspects of management; he is the appointing authority for new hires and promotees and is responsible for overall discipline; he insures proper training; and he serves as a member of the Governor's Cabinet.

1.01 A. Office of the Fire Chief

This unit is a consolidation of the Public Information Office and Staff Inspection functions.

1.02 1. Public Information Office

This unit is responsible for maintaining contact with the press and other media; preparing news releases and publicity items; arranging press conferences and ceremonies for promotions, graduations, and special events; administering and conducting campaigns to promote harmonious community relations; maintaining liaison with various civic organizations and business associations; providing answers to questions about the Department to members of the news media, government officials, and the general public either by personal interviews or through correspondence; maintaining an up-to-date resource file on all publicity programs generated by this office; staging special events for the public, and arranging tours, speeches, and receptions; developing goals and objectives for the unit annually; reviewing and updating unit procedures regularly; planning unit programs to meet the goals of the Department; preparing and submitting reports in accordance with departmental orders and procedures.

1.03 2. Staff Inspection

This unit is responsible for overall staff authority for functional supervision and control of personnel assigned to the Department; thorough awareness of all procedures, goals, and objectives of the Department; performing regular inspections concerning proper use of material resources, adherence to departmental procedures, and proper performance of personnel to discover existing weaknesses; preparing and submitting to the Chief daily reports concerning all inspections; preparation of performance evaluations on departmental functions and fitness of personnel based on supervisory input; promoting teamwork and morale; assisting in solving problems and recommending corrections of deficiencies; anticipating future needs; assisting in establishing priorities for improvement;

assisting in the preparation of the budget by pointing out critical areas for program planning; preparing the budget program for the unit annually; assisting in the planning of programs to meet the goals of the Department.

02.00 8. Bureau of Administrative Services

This unit is responsible for the staff administration and operation of the fiscal, personnel, and training units; assisting in the preparation of the annual fire department budget program, including developing bureau goals and objectives; inspecting all bureau functions to assure compliance with orders and directives; planning programs to meet the goals of the bureau and the Department; assuring that reports are submitted in accordance with departmental orders and procedures; planning for and implementing training programs to improve capabilities of bureau personnel; and continuous review of bureau procedures for updating and improvement.

02.01 1. Fiscal

This unit within the Bureau of Administrative Services is responsible for all fiscal matters that pertain to the operations of the Guam Fire Department. It is responsible for the preparation of all fiscal reports; preparing in final form the departmental fiscal year budget submission including federal program requests with complete justifications; receiving, formulating, and recommending for approval proposals for policies on accounting, auditing, forecasting economic matters and budgets, and administering of transactions, maintaining records of expenses and financial conditions of the Department, providing a method of cost accountability and assuring the application of proper accounting methods and system to include department-wide internal reviews (auditing) of fiscal and management functions; providing for a continuing system of accounting and review of all departmental funds; preparing claims and refunds and the discharge of appropriated funds; compiling the Department's timesheets for employee payroll; preparing and submitting reports in accordance with departmental orders and procedures.

02.02 2. Personnel

This unit is responsible for implementing personnel management policy and procedures; maintaining the Department's personnel records; providing management with necessary information for the effective utilization and development of its human resources as related to career development; coordinating with all concerned units, within and without the Department, on recruitments, transfers, terminations, promotions, and retirement; preparing personnel action statements for all Department personnel and providing each employee with a copy of each approved action; assuring personnel of all fringe benefits due, through coordination with the Department of Administration and applicable agencies.

02.03 3. Training

This unit is responsible for preparing a yearly training program

schedule for basic, refresher, and specialized training; providing training required; coordinating with other units of the Department to determine training requirements; developing or identifying improved methods of instruction; developing and maintaining a cadre of qualified instructors for teaching classes at the Academy; coordinating education programs of the Department; preparing the fiscal year budget request for the entire Unit including the developing of unit goals and objectives annually; planning units programs to meet the goals of the Bureau; inspecting all functions of the unit to assure compliance with departmental orders and procedures.

2.04

4. Records

This unit is responsible for the implementation of records management policy, practices, and procedures within the Guam Fire Department; maintaining of the department's records and other essential correspondences in accordance with policies and procedures, and records management practices; providing management and other interest groups with the necessary information relative to the Fire Department's operations and activities; coordinating matters relating to records managements, procedures, etc., and preparing and submitting reports in accordance with departmental orders and procedures.

13.00

C. Bureau of Logistics and Support

This unit is responsible for the staff administration and operation of the supply, water liaison, maintenance and repair, and communication units; assisting in the preparation of the annual departmental budget program including developing Bureau goals and objectives; inspecting all Bureau functions to assure compliance with orders and directives; planning programs to meet the goals of the Bureau and the Department; assuring that reports are submitted in accordance with departmental orders and procedures; planning for the implementing training programs to improve the capabilities of Bureau personnel; continuous review of Bureau procedures for updating and improvement.

13.01

1. Supply

This unit within the Bureau of Logistic and Support is responsible for the requisitioning of all supplies and equipment needed for the operation of the Department; arranging for receipt and delivery of government issued supplies, materials, and equipment for the Guam Fire Department; handling and issuing of supplies, materials, and equipment to the units and to ensure availability of storage space or other storage locations; preparation of the annual property report to satisfy the Chief's reporting requirement; negotiating contracts for supplies, lease agreements, and other functional needs in coordination with the concerned unit.

2. Water Liaison

This unit within the Bureau of Logistic and Support is responsible for coordinating with the water department or water utility agency on matters affecting planning for extension of the water distribution system with proper location of an adequate number of fire

hydrants; preparing information on the basis of which fire department determine the fire flow requirements; supervising the department's work in inspecting and testing of hydrants, private fire department connections, and other details of water facilities; verifying that maintenance work is completed on auxiliary and other water supply facilities which may be a responsibility of the fire department; pre-fire planning for water supplies at fires; keeping the officer in charge at a major fire informed of any water problems and assisting in maintaining adequate flows and pressures; defining where appropriate, conducting training of chief officers and other members of the department in water supply matters and preparing operational plans for locations areas to have water supply deficiency and plans for fire protection services should water supply failed.

03.03 3. Maintenance and Repair

This unit within the Bureau of Logistic and Support is responsible for maintaining and repairing vehicles, fire fighting equipment and appliances; designing and modifying apparatus to improve operating efficiency; performing pumper capability tests, ladder tests, and instructs personnel in pumper and ladder operations, apparatus maintenance, driving techniques. Maintains all fire apparatus equipment in a state of readiness at all times; minimize wear and tear and repairs by establishing proper preventive maintenance programs and instructional programs in the proper use of fire apparatus and equipment for members of the fire fighting forces; minimize the downtime for repairs of fire vehicles by establishing proper stock levels, instruct and train the mechanics on the latest techniques in testing, maintenance and repairs, and maintaining adequate inventory of parts and materials.

03.04 4. Communication

This unit within the Bureau of Logistic and Support is responsible for the operation of a central fire communication and dispatch office which receives fire, emergency medical services (ambulance), and rescue alarms and official calls and dispatches the proper types and number of engine companies and medic units, or rescue units needed; coordinates communication during emergency incidents and makes appropriate notifications and requests; conducts periodic tests of communication facilities; maintain maps, locator files of streets, hydrants, and other instant guides and equipment for the rapid and accurate dispatching of emergency units.

04.00 11. FIRE DEPUTY CHIEF

The Fire Deputy Chief is responsible and accountable to the Fire Chief for the effective administration and operation of the line functions within the Guam Fire Department; for serving as the Fire Chief in the absence of the Chief or a vacancy in the position of Fire Chief; for advising the Fire Chief on technical and administrative matters and assisting him in formulating policies and procedures; for planning and implementing new programs; for representing the Fire Chief in conferences with other fire protection and EMS/Rescue agencies, civic groups, or legislative hearings; for establishing an adequate line and administrative inspection system and initiating correc-

tive action, if necessary; for establishing procedures designed to achieve the Department's goals; for the preparation of the annual budget plan for all line operations; for coordinating integrated training requirements of line operations.

05.00

A. Bureau of Fire Prevention

This unit is responsible for the staff administration and operation of the code enforcement, fire investigation, plans review, public safety and education, and research units; assisting in the preparation of the annual fire department budget program, including developing Bureau goals and objectives; inspecting all bureau functions to assure compliance with orders and directives; planning programs to meet the goals of the bureau and the Department; assuring that reports are submitted in accordance with departmental orders and procedures; planning for and implementing training programs to improve capabilities of bureau personnel; and continuous review of bureau procedures for updating and improvement.

05.01

1. Code Enforcement

This unit within the Bureau of Fire Prevention is responsible for the enforcement of fire rules and regulations, inspecting and abating fire and life safety hazards; providing training for company fire inspection program; reviewing, inspecting and approving permits for public assembly, industrial, and other occupancies such as storage, handling, and transporting of explosives. Introduces new local ordinances to ensure public safety and amend the Territorial Fire Prevention Code as needed.

05.02

2. Fire Investigation

This unit within the Bureau of Fire Prevention is responsible for conducting and supervising fire investigations being done by the Bureau and those from the engine companies within the Bureau of Fire Suppression; investigating referral of fire incidences from the various engine companies and other agencies within the public and private sectors. Investigating and answering complaints relative to fire, life and other hazardous conditions.

05.03

3. Plans Review

This unit within the Bureau of Fire Prevention is responsible for reviewing and approving building plans and specifications of all occupancies except family dwellings to ensure conformance to fire protection requirements. Checks and approves permit for tents, exhibitions, amusement centers, flea markets, etc.. Coordinates with all building officials and other professional engineers on all matters affecting fire protection and life safety requirements. Provides consultation services on fire protection and life safety requirements to the general public in the Territory of Guam.

05.04

4. Public Safety and Education

This unit within the Bureau of Fire Prevention is responsible for the development and execution of public educational and informational

programs to promote fire and life safety; development of fire escape plans in private homes and other organizational structures; assisting private and public organizations and agencies in the formation and instruction of fire brigades; administering fire and life safety programs at school age children and other special interest groups, civic organizations, etc.; providing instructional services in the use of portable fire fighting appliances to the various government agencies, and other special interest groups. Conducts public safety and education classes within the fire services to improve the capability of fire personnel in promoting fire and life and awareness within the community.

15.05 5. Research

This unit within the Bureau of Fire Prevention is responsible for conducting researches on technical, legal and other matters that pertain to the Fire Department activities. It involves development of programs, procedures, and methods relative to Fire Department operations. It is also instrumental in the initiation of guidelines which governs departmental policy and procedures.

06.00 B. Bureau of Fire Suppression

This unit is responsible for the staff administration and operation of the Northern Firefighting District and the Southern Firefighting District; assisting in the preparation of the annual fire department budget program, including developing Bureau goals and objectives; inspecting all bureau functions to assure compliance with orders and directives; planning programs to meet the goals of bureau and the Department; assuring that reports are submitted in accordance with departmental orders and procedures; planning for and implementing training programs to improve capabilities of bureau personnel; and continuous review of bureau procedures for updating and improvement.

06.01 1. Northern Firefighting District

This unit within the Bureau of Fire Suppression is responsible in providing fire extinguishment, rescue, and other emergency services to the northern half of the Territory of Guam; conducting fire safety inspections to private dwellings and occupancies throughout their area of jurisdiction; preparing commercial and industrial pre-fire plans to enhance fire fighting and rescue operations; conducting fire drills and attending training programs to keep abreast with the latest fire prevention programs, fire fighting and rescue techniques; familiarizing themselves with the fire protection sources and adequacy of water supply for firefighting; and maintaining of grounds, buildings, apparatus, and equipment.

06.02 2. Southern Firefighting District

This unit within the Bureau of Fire Suppression is responsible in providing fire extinguishment, rescue, and other emergency services to the southern half of the Territory of Guam; conducting fire safety inspections to private dwellings and other occupancies throughout their area of jurisdiction; preparing commercial and industrial pre-

fire plans to enhance fire fighting and rescue operations; conducting fire drills and attending training programs to keep abreast with the latest fire prevention, fire fighting and rescue techniques; familiarizing themselves with the fire protection sources and adequacy of water supply for fire fighting; and maintaining of grounds, buildings, apparatus, and equipment.

.00

C. Bureau of E.M.S. and Rescue Operations

This unit is responsible for the staff administration and operation of the Emergency Medical Services-Ambulances and Rescue; assisting in the preparation of the annual departmental budget program, including developing Bureau goals and objectives; inspecting all bureau functions to assure compliance with orders and directives; planning programs to meet the goals of the bureau and the Department; assuring that reports are submitted in accordance with departmental orders and procedures; planning for and implementing training programs to improve capabilities of bureau personnel; and continuous review of bureau procedures and updating and improvement.

.01

1. Ambulance Operations

This unit within the Bureau of E.M.S. and Rescue Operations is responsible for the administration and direction of the emergency medical services (ambulances) throughout the Territory; formulates, develops, and implements policies and procedures governing operation of emergency medical units; plans and coordinates the EMT-A and other advanced training programs involving this operation; provide and maintain liaison between the Emergency Medical Services Commission, hospital and other agencies involved with health care delivery under direction; develops and maintains an accurate reporting system for medical and operational evaluation of personnel and programs.

.02

2. Rescue Operations

This unit within the Bureau of E.M.S. and Rescue Operations is responsible for the administration and direction of the rescue operations throughout the Territory; formulates, develops, and implements policies and procedures governing operation of land and sea rescue units; coordinating rescue training, basic and advanced with other agencies; and providing and maintaining liaison between other rescue agencies and the Fire Department.